

FRAUD

The minimization of fraud, waste and abuse is the responsibility of all UHD employees. Employees who, in good faith, properly report unlawful activity are protected by the [Texas Whistleblower Act](#) against any retaliation for making such a report.

Internal investigations involving the audit department will be conducted if theft, misappropriation or other fiscal irregularities are suspected. Employees are required to cooperate with any investigation and may be requested to keep their knowledge of the investigation confidential.

The University of Houston System has selected Convercent to operate our [Fraud & Non-Compliance Hotline](#) to provide employees with a simple way to make anonymous reports electronically or by calling 1-800-461-9330.

Employees may also contact the following Offices:

UHD Compliance Officer	713-221-8636	recordss@uhd.edu
UH System Internal Audit	713-743-8000	audit@uh.edu
State Auditor's Office	512-936-9500	auditor@sao.texas.gov

Reference:

UH System Administrative Memorandum

01.C.04 - [Reporting/Investigating Fraudulent Acts](#)

Texas Government Code Chapter 554: [Texas Whistleblower Act](#)

Question: What is fraud?

Answer: The Association of Certified Fraud Examiners defines “fraud” as: “the use of one’s occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization’s resources or assets.” Common violations include asset misappropriation, corruption, false statements, false overtime, petty theft and pilferage, and use of company property for personal benefit. The key is that the activity

- Is done in secret;
- Violates the employee’s fiduciary or trust duties to the organization;
- Is committed for the purpose of direct or indirect financial benefit to the employee; and
- Costs the employing organization assets, revenue or reserves

Question: What are some types of fraud?

Answer The following are some examples of fraud:

- Accepting free items or services in exchange for purchasing goods or services.
- Lying on an employment application in order to gain employment.
- Falsifying any type of records: payroll or time records, procurement records, medical records, and scientific research records.
- Providing false receipts and documentation for any type of reimbursement from UHD, such as, travel.

Question: What are some types of abuse?

Answer The following are some examples of abuse:

- Using sick leave when you or your family are not sick
- Staff taking a long lunch or break without approval
- Taking small amounts of products or supplies belonging to UHD