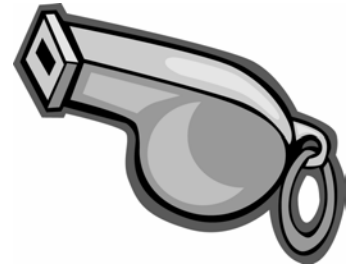


HOW TO BLOW THE WHISTLE ON SUSPECTED IMPROPER ACTIVITIES



UCLA wants you to report improper activities and will protect you from retaliation for whistleblowing.

What You Can Report

Any activity by UC or a UC employee that violates any state or federal law or regulation (e.g., corruption, malfeasance, bribery, theft or misuse of government property, fraud, coercion, or conversion); or wastes money, or involves gross misconduct, gross incompetence, or gross inefficiency

Where To Report

- Your supervisor (or other appropriate administrator within your unit), who will report it to one of the appropriate offices below:
 - *Academic Personnel Office*
 - *Audit & Advisory Services*
 - *Dean - Graduate Division*
 - *Human Resources*
 - OR -
- You may report directly to any of the above offices
 - OR -
- UCLA Confidential Hotline at (800) 296-7188. The UCLA Confidential Hotline is managed by an independent company with trained personnel to take your call.

How To Report

- In writing or orally
 - With as much specific factual information possible (report what you know, but don't investigate—leave that to the experts!)
 - Anonymously, if you prefer
- Confidentiality will be maintained, to the extent possible*

Protection from Retaliation

If you believe you have been retaliated against for whistleblowing, you may contact your UCLA Human Resources or Academic Personnel Office for information on how to file a complaint.

For More Information

Contact your UCLA Human Resources or Academic Personnel Office for information on the University's Whistleblower and Whistleblower Protection policies and the campus procedure for filing whistleblower and whistleblower retaliation complaints. You may also locate the information on the UCLA Administrative Policies & Procedures Web site at
<<http://www.adminvc.ucla.edu/appm/>>.

In addition to the above reporting procedures, UCLA employees have the option of reporting concerns involving state funds directly to the Bureau of State Audits.

A message from the State Auditor:

CALL THE STATE AUDITOR'S WHISTLEBLOWER HOTLINE TO REPORT THE IMPROPER ACTS OF STATE AGENCIES OR EMPLOYEES
Blow the Whistle on State Government Fraud and Waste

WHAT WE INVESTIGATE

- Illegal acts like theft, fraud, or conflicts of interest by state employees.
- Misuse or abuse of state property or time by state employees.
- Gross misconduct, incompetence, or inefficiency by state employees.

WE FOLLOW THROUGH WHEN OUR INVESTIGATION SUBSTANTIATES YOUR ALLEGATION

Although we have no enforcement power, we keep the ball rolling by reporting the results of investigations that substantiate improprieties to:

- The head of the employing agency
- The attorney general or other enforcement agencies, legislative committees, and any other authority with jurisdiction
- The general public, keeping identities confidential

STATE LAW GOES TO BAT FOR YOU

- It requires the Bureau of State Audits to shield your identity (except from law enforcement).
- It helps guard against intimidation, threats, or coercion by state employees that could interfere with your right to disclose improper government activities.
- It helps keep you safe from reprisal, retaliation, threats, or coercion for reporting such information.

IF YOU EXPERIENCE RETALIATION, SPEAK UP!

If you're a state employee, contact the State Personnel Board in writing at 801 Capitol Mall, MS53, Sacramento, CA 95814. For additional information, call (916) 653-1403.

- University of California (UC) has its own system. If you work for UC, check our web site, www.bsa.ca.gov/bsa/hotline/filecomp.html, for a link to information on its current policy.
- California State University (CSU) has its own system. If you work for CSU, check our web site, www.bsa.ca.gov/bsa/hotline/filecomp.html, for a link to information on its current policy.

REPORT WHAT YOU KNOW—Call 1(800) 952-5665 or
Mail the information to: Investigations, Bureau of State Audits, 555 Capitol Mall, Suite 300, Sacramento, CA 95814.

We cannot accept complaints via our web site or email. However, visit our web site at www.bsa.ca.gov/bsa/hotline/filecomp.html for more information on filing complaints.

Remember! The Bureau of State Audits can only investigate state government improprieties. We do not investigate misconduct by federal or local governments or by private businesses or organizations.