

Number: **BP 034**

Related Admin. Procedure: AP 034  
Authority: Board of Directors  
Effective: June 7, 2018  
Revised: December 15, 2022  
Reviewed: December 3, 2024  
Initiating Dept./Div.: Administration/SOD



## **BOARD POLICY**

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### **ETHICS HOTLINE REPORTING PROTOCOL**

#### **PURPOSE**

To establish a policy on reporting mechanisms for processing anonymous information received from employees or members of the public via a third-party hotline service (WeTip), provided by the California Sanitation Risk Management Authority (CSRMA), for reporting potential fraud or misconduct.

#### **POLICY**

The Board of Directors supports making available an opportunity to anonymously report any potential fraud or misconduct at Central San. The reporting avenue shall preserve anonymity and be separate from Central San management's normal reporting structure to prevent any potential barriers to the reporting of potential wrongdoing.

As such, the Secretary of the District, or her delegate, shall be responsible for cataloging and reporting information received via the hotline service to the General Manager, and District Counsel. The Board President shall be notified of any calls to the hotline involving those holding executive management positions as defined in Section 4.24.030.A.2. of the District Code (General Manager, Counsel for the District, and Secretary of the District). Reported matters pertaining to a Board Member(s) shall be provided to the General Manager and District Counsel for review.

WeTip will maintain confidential reporting and not record the person's identity. However, should the employee not wish to be anonymous, the employee shall be protected from retaliation.

*[Original retained by the Secretary of the District]*