



Confidential Reporting Hotline Fact Sheet

How do I submit a report?

You may submit your anonymous report 24 hours a day, seven days a week using any of the contact methods below:

Phone- English: 1-844-910-0088

Phone- Spanish: 1-800-216-1288

Online: <http://www.lighthouse-services.com/scsk12>

Email: reports@lighthouse-services.com (please include Shelby County Schools in subject)

Fax: 215-689-3885 (please include Shelby County Schools with report)

Will my supervisor or boss know about my report?

Information provided by you may be the basis of an internal and/or external investigation into the issue. Your anonymity will be protected to the fullest extent possible by law by Lighthouse Services. However, your identity may become known during the course of the investigation because of the information you provided. Reports are submitted by Lighthouse to an internal audit designee for investigation according to SCS company policies.

How can I follow up on the status of a report that has been filed?

After submitting a report, you will receive a case number to identify your report. You may use the case number to follow up on your report online at www.lighthouse-services.com/scsk12

Who investigates the reports?

Reports are submitted by Lighthouse to an internal audit designee for investigation according to SCS company policies.

What types of issues should be reported to this hotline?

Reports may cover but are not limited to the following topics:

Ethical violations	Unsafe Working Conditions
Bribery and Kickbacks	Vandalism and Sabotage
Conflict of Interest	Sexual Harassment
Improper Conduct	Theft
Theft and Embezzlement	Discrimination
Violation of District Policy	Conduct Violations
Violation of the Law	Threats
Misuse of District Property	Fraud
Falsification of Contract, Reports or Records	