

March 11, 2020

## Kane County Anonymous Tip Hotline

To: All Employees

Effective February 1, 2020, Utah Counties Indemnity Pool (UCIP) has engaged with Lighthouse Services, LLC to provide an anonymous ethics and compliance hotline for all employees and citizens of Kane County. The purpose of this service is to ensure that any employee or citizen wishing to submit a report anonymously can do so without fear of retribution.

Employees and citizens are encouraged to use the hotline service in cases where their anonymity is desired. Please follow your county and/or departmental standard practices for all reports or issues not requiring anonymity.

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

- Fraud
- Conflict of interest
- Theft and embezzlement
- Violation of the law
- Falsification of contract, reports or records
- Internal controls
- Bribery and kickbacks
- Misuse of member-owned property

Please note that the information provided may be the basis of an internal and/or external investigation into the issue reported and anonymity will be protected to the extent possible by law by Lighthouse. However, identities may become known during the course of an investigation because of the information provided. Reports are submitted by Lighthouse to UCIP for investigation and referral to the member.

Lighthouse Services toll free number and other methods of reporting are available 24 hours a day, 7 days a week for use by employees and staff. Please make the following information readily available to both county employees and residents:

Website: [www.lighthouse-services.com/uciputah](http://www.lighthouse-services.com/uciputah)

Telephone - English: (877) 410-0007

Spanish: (800) 216-1288

Email: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include member name with report)

Fax: (215) 689-3885 (must include member name with report)

UCIP recommends you take advantage of this service by placing this information prominently on your website.

Please let us know if you have any questions.

Sincerely,



Alex Getts

Education and Training Specialist

Utah Counties Indemnity Pool

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