

## East Stroudsburg Area School District Anonymous Hotline

To: All Employees

Effective July 1, 2020 we have engaged Lighthouse Services to provide an anonymous ethics, Fraud, and compliance hotline for all employees of The East Stroudsburg Area School District. Attached is our Fraud and Whistleblower Policies with information on submitting reports. The purpose of the service is to insure that any employee wishing to submit a report anonymously can do so without the fear of retribution.

Employees are encouraged to use the hotline service in cases where their anonymity is desired. Reports may cover but are not limited to the following topics:

|                            |   |
|----------------------------|---|
| Ethical violations         | Falsification of Contract, Reports or Records |
| Internal Controls          | Bribery and Kickbacks                         |
| Misuse of Company Property | Fraud   |
| Conflict of Interest       | Theft and Embezzlement                        |
| Violation of the Law       |   |

Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law by Lighthouse. However, your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to a District designee for investigation according to our District policies.

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.

- **Website:** [www.lighthouse-services.com/esasd](http://www.lighthouse-services.com/esasd)
- **App: Anonymous Reporting** Keyword: esasd
  - Detailed instructions [here](#)
- **Telephone:**
  - English speaking USA and Canada: 833-926-2371 (not available from Mexico)
  - Spanish speaking North America: (800) 216-1288 (from Mexico user must dial 001-800-681-5340)
- **E-mail:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include company name with report)
- **Fax:** (215) 689-3885 (must include company name with report)

Regards,