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