NOTIFICATION OF EMPLOYEE WRONGDOING AND/OR SUSPECTED ILLEGAL ACTIVITY AND REPORTING OF HARASSMENT OR DISCRIMINATION

POLICY STATEMENT:

Any ODOT employee who becomes aware of suspected illegal activity or wrongdoing by any state employee shall immediately report such activity. The Office of Investigative Services (OIS) within the Division of Chief Legal is designated to receive all communications with respect to such reports.

As outlined in Policy 36-001(P), the Division of Opportunity, Diversity, & Inclusion (ODI), Office of Equal Opportunity (OEO), is designated to receive all allegations of discrimination and harassment (including sexual harassment) when such action is based on an individual’s membership in a protected class. In addition, OEO is designated to investigate allegations of retaliation when such conduct is based on an individual’s participation in a protected activity (i.e., filing a charge of discrimination, testifying on behalf of an aggrieved individual, or participating in a discrimination and/or harassment investigation).

AUTHORITY:

Policy and Procedure for Notifications of Suspected Illegal or Improper Activity within State Departments and Agencies dated April 7, 2011 from the Office of the Governor

SCOPE:

This policy applies to all employees of ODOT.

REPORTING ALLEGATIONS OF WRONGDOING OR ILLEGAL ACTIVITY:

All managers, administrators, labor relations officers, and deputy directors of a District or Central Office division must report any suspected illegal activity or wrongdoing. Managers, administrators, labor relations officers, and deputy directors shall contact the OIS within the Division of Chief Legal prior to initiating any type of inquiry or investigation. It should be assumed the matter is being handled by OIS unless the reporting party is advised otherwise. In addition to contacting OIS, the district or division is expected to contact the Ohio State Highway Patrol whenever an emergency response by law enforcement is required.
The terms “illegal activity” and “wrongdoing” include but are not limited to the following activities:

1. Workplace violence, including verbal or written threats and physical altercations
2. Possession of weapons on ODOT property or in ODOT vehicles
3. Procurement and contracting irregularities
4. Theft or suspected theft, including lost or missing computer hardware or software
5. Fraud
6. Falsification
7. Contact with law enforcement in response to an urgent matter involving ODOT employees
8. Possession of illicit drugs, drug paraphernalia, and/or alcohol on ODOT property or in ODOT vehicles
9. Misuse of equipment, including but not limited to vehicles, cell phones, pagers and computers
10. Allegations of violations of state ethics laws or violations of any other ODOT policies other than those specified below.

Employees who are not managers, administrators, labor relations officers, or deputy directors also should report information involving suspected illegal activity or wrongdoing, and may do so by calling either the OIS at 1-800-952-5029 or the Inspector General at 1-800-686-1525. Anonymous calls are acceptable.

REPORTING ALLEGATIONS OF HARASSMENT, DISCRIMINATION, OR RETALIATION:

Allegations of harassment, including sexual harassment and allegations of discrimination or retaliation based on race, color, religion, sex, sexual orientation, national origin, disability, age, military status, or genetic information must be reported to OEO in accordance with Policy No. 36-001(P). When a supervisory or management employee witnesses, is notified of, or otherwise becomes aware of offensive conduct that is based on membership in a protected class, the supervisor or manager must report the conduct to his or her higher level supervisor or to OEO. Ultimately, OEO must be made aware of the conduct. Full disclosure of all information about the incident is required.

Managers, administrators, labor relations officers, and deputy directors shall contact OEO prior to initiating any type of inquiry or investigation. It should be assumed the matter is being handled by OEO unless the reporting party is advised otherwise.

DEPUTY INSPECTOR GENERAL FOR THE DEPARTMENT OF TRANSPORTATION:

The deputy inspector general for ODOT has the authority to investigate wrongful acts or omissions that have been or are being committed by employees of ODOT. OIS will coordinate
with the Inspector General’s office on reports of suspected illegal activity or employee wrongdoing.

**CONTACT INFORMATION:**

The Office of Investigative Services may be contacted at:

800-952-5029 – Toll Free
614-752-5029 - Office
614-395-0004 – Cell phone/Chief Investigator

Deputy Inspector General may be reached at:

800-686-1525 – Toll Free
614-644-9110 – Office

OEO may be reached at:

877-845-5058 – Toll Free
614-466-3264 – Office

**FISCAL IMPACT:**

The fiscal impact will vary from district to district.