**Audit Inquiry, Investigation, and Notification Protocol**

**Please read the directive below related to Audit Inquiry, Investigation, and Notification**

GOHSEP fully supports the Governor’s initiative for complete transparency and accountability for all federal disaster funds. In order to ensure continuity and completeness of GOHSEP’s response to any audit, inquiry, or investigation, all permanent and temporary GOHSEP employees, as well as contractors and their subcontractors shall adhere to the following protocol:

It shall be the policy of GOHSEP that all announcement letters, whether for inspections, audits, or investigations, be formally addressed and submitted to the Appointing Authority and copied to the Executive Counsel.

In the event that the auditing agency addresses or submits an announcement letter to an employee other than the Appointing Authority, or if you become aware of any type of audit, audit inquiry, formal or informal investigation, or an informal interview by any outside source or agency, immediately take the following course of action:

1. Direct the auditing agency to GOHSEP’s policy (GEN-0018) that all announcement letters be addressed and submitted to the Appointing Authority and copied to the Executive Counsel.
2. Advise the person contacting you that you must refer this to the Appointing Authority.
3. Do **NOT** respond to the individual(s) approaching you in **ANY** way other than as described in items 1 and 2.
4. Call the GOHSEP Director or designee at 225-925-7500.

**Supervisors must insure that all employees are notified and made aware of this policy and its serious nature. Non-compliance with this policy can lead to formal counseling.**

**I have read the policy above and agree to comply accordingly.**

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| **Print First & Last Name** | **Signature** | | **Date** |
| **Section** | | **Position Title** | |