

**Spartanburg County**  
**Internal Auditor's Office**  
Spartanburg County Administrative Offices  
366 North Church Street  
Spartanburg, South Carolina, 29303

October 9, 2008

To All County Employees:

This letter is to inform you that the Spartanburg County Fraud and Ethics Hotline has been activated and is available for you to use to report potentially fraudulent and/or unethical behavior. This is an anonymous, 24 hour hotline that is managed by an independent 3<sup>rd</sup> party called The Network. Spartanburg County's dedicated toll-free number is **866-614-0556**.

When you call the hotline, you will be greeted by an experienced interviewer, who will walk you through the process. You can either give the interviewer your name, or elect to remain anonymous. The interviewer will relay your information to Internal Audit who will then investigate the information or turn it over to the appropriate party to investigate, depending on the nature of the call.

We will be sending out employee kits to all employees in the next couple of weeks that explain a little more about the hotline. In the meantime, please do not hesitate to call our office if you have any questions about the hotline.

I encourage you to use this hotline to help us ensure that our organization maintains high ethical standards. Thank you in advance for your cooperation with this effort.

Sincerely,

Lisa M. Benfield, CPA  
Internal Auditor