

Instructions for Completing and Submitting Ethics Concern Form

Purpose: The Ethics Concern Form provides employees with a process for reporting concerns, complaints or questions about perceived ethical violations. This Form allows employees to present information to the Human Resources Division of the Chief Executive Office for review and investigation.

Completing the Form: To complete the Ethics Concern Form, you should state your concern, complaint or question as clearly as possible. It is important to provide all details you know about the situation including names of individuals, departments, and timeframes. Vague or incomplete descriptions will limit the ability of staff to investigate the situation. The Form does not require you to disclose your name. If you choose not to disclose your name, staff will be limited in their ability to investigate the issue.

Submitting the Form: When you have completed the Form, it should be sent in a confidential envelope to Tamara Thomas, Human Resources Director, in the Chief Executive Office. Human Resources staff will review the information contained in the Form and take appropriate action.

Action on the Form: The information contained in the Ethics Concern Form will be treated as a personnel matter. Human Resources staff will determine the most appropriate action to take regarding the information provided. While you can be assured that the information will be taken seriously, you may not receive a direct response to your specific complaint. All personnel matters are confidential.