

Anonymous Report of Policy Breach

Subject: Confidential Ethics Concern Report

To the Ethics Committee / HR Department,

I am submitting this report to bring to your attention a matter that may constitute a violation of our organization's Ethics and Code of Conduct Policy. I request that this report be handled with appropriate confidentiality and discretion.

NATURE OF CONCERN:

[Select category: Conflict of Interest / Harassment / Discrimination / Fraud / Theft / Safety Violation / Confidentiality Breach / Misuse of Resources / Other]

INCIDENT DETAILS:

Date(s) of Occurrence: [Specific dates or timeframe]

Location: [Department, building, or specific area]

Individuals Involved: [Names or descriptions of those involved]

Witnesses: [Names of anyone who observed the incident, if applicable]

DESCRIPTION OF EVENTS:

[Provide a detailed, factual account of what occurred. Include specific behaviors, statements, actions, or patterns that constitute a policy violation. Focus on observable facts rather than assumptions or interpretations. Be as specific as possible regarding dates, times, locations, and exact words or actions.]

SUPPORTING DOCUMENTATION:

[List any evidence such as emails, photographs, documents, recordings, or other materials that support this report. If attaching files, reference them here.]

PREVIOUS REPORTS OR COMPLAINTS:

[Indicate if this matter has been reported before, to whom, and what action was taken, if known]

IMPACT ON WORKPLACE:

[Describe how this situation has affected you, other employees, departmental operations, or the

organization]

REQUESTED ACTION:

[Specify if you are requesting investigation, intervention, policy clarification, or other specific outcomes]

CONTACT PREFERENCE:

I prefer to: [Remain anonymous / Be contacted for follow-up / Receive investigation outcome notification]

If you need additional information, I can be reached at: [Contact information, if not remaining fully anonymous]

I am submitting this report in good faith and request that appropriate action be taken to address this matter and prevent future occurrences.

Submitted by: [Your name or "Anonymous Reporter"]

Submission Date: [Date]

Reference Number: [If provided by reporting system]

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