



## Whistleblower Report Form

*Please review the Whistleblower Policy #0440 available on the University website.*

<b><i>Do not complete contact information for anonymous submission.</i></b>	
Preparer Name: _____	Date: _____
Division/Department: _____	Phone: _____
Email: _____	

### **Confidentiality**

Westfield State University will treat complaints by whistleblowers as confidential to the fullest extent permitted under law. Specifically, we will maintain the confidentiality of any person making a complaint under the Whistleblower Policy unless such confidentiality is incompatible with a fair and rigorous investigation. In such an instance, Human Resources will inform the whistleblower of the limitations of confidentiality.

Submission of a whistleblower complaint will prompt an investigation. In the event that the University determines that disciplinary action is warranted, it may be necessary for Human Resources to selectively disclose the identity of the whistleblower in accordance with its disciplinary proceedings.

### **How to Report Improper Activity**

Any individual may report a suspected improper activity. Individuals are encouraged to report improper activities in writing, although they may be made verbally. Reports should be based on evidence, rather than speculation, and should contain as much specific information as possible to allow for an effective investigation.

Reports by employees of suspected improper activities should be made to the employee's immediate supervisor or to the appropriate administrator within the employee's department or division. In instances where there exists a potential conflict of interest, an individual may report suspected activity to the University Reporting Officer (URO). Administrators and supervisors who receive reports of alleged improper activity should report that information to their supervisor, appropriate administrative official or the URO as soon as practicable. Please include accompanying information / evidence, if any.

While Westfield State encourages whistleblowers to identify themselves, any person may submit this Report Form anonymously. Doing so will not diminish the fairness afforded to the individual(s) named in the complaint or the priority Human Resources assigns to the allegations.

1. Which of the following classifications best represents the alleged impropriety?

- Embezzlement, misuse of funds, assets
- Cash kickbacks, bribes, extortion, forgery
- Mismanagement, waste, abuse
- False statements, certifications, etc.
- Conflicts of interest, ethics violations
- Other: \_\_\_\_\_

2. Describe the incident and individuals involved in the alleged activity. Please include how and when the incident was discovered.

Who, if anyone, may be harmed or affected by the violation?

How frequently has the improper activity occurred?

Who, if anyone, was witness to or may be able to provide confirmation of these allegations? Please provide their names, position, relationship to Westfield State, and contact information.

3. Check the relationship of the individual(s) to the university:

- Employee       Student       Vendor or Contractor
- Other: \_\_\_\_\_

4. Rules, regulations, and procedures violated (*complete only if known*):

5. Has the activity been reported to any other person or department?     YES     NO

If yes, to whom was it reported?    Name: \_\_\_\_\_

Date Reported: \_\_\_\_\_

6. What additional actions, if any, have you taken prior to filling out this Report Form?

***Please submit or mail this completed form and any accompanying information to the University Reporting Officer:***

Trish Bonica  
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