

Reporting Complaint Form

This Complaint Form is used to report a good faith belief of a suspected violation of College policy, law or ordinance. The information requested on the Complaint Form is needed for a proper, thorough and just investigation of the alleged violation.

Henry Ford College will use its best efforts to maintain the confidentiality of the person filing a report under this procedure until a formal investigation is undertaken. Once a formal investigation begins, if the reporting individual requests confidentiality, the College will strive to honor that request. If the identity of the reporting individual becomes necessary to conduct a fair investigation, or if the identity is required because of legal or due process requirements, the College will let the reporting person know in advance that the individual's identity is being released.

Reporting individuals should understand that their public testimony may be necessary to prove the suspected violation.

You may submit your report anonymously. **DO NOT FILL OUT THE CONTACT SECTION IF YOU WISH TO REMAIN ANONYMOUS.**

CONTACT INFORMATION

FIRST NAME

LAST NAME

TELEPHONE

EMAIL

REPORT

1. Describe the relevant facts of the violation. Attach any supporting documentation.
2. Individual(s) suspected of violation.
3. Date you became aware of suspected violation.
4. Type of violation. Please check the relevant area(s).

_____ Legal

_____ Accounting/ Auditing

_____ Retaliation

_____ Other. Please identify other area.

5. Suspected Violation is:

6. Is the suspected violation

_____ongoing

_____completed

_____unclear which

7. How did you become aware of the violation?

8. Action taken by you, if any, prior to contacting Henry Ford College?

9. Who, if anyone, do you think may be harmed or affected by this violation?

10 . Do you have any suggestions for remedying the suspected violation(s)?