

MISCONDUCT REPORTING FORM



INSTRUCTIONS

Thank you for taking this difficult but important step to report suspected serious misconduct that may adversely impact you and/or other employees or attendees of Emmanuel. Please note that you may be called upon to assist in the investigation, if required.

We encourage you, as the reporter, to identify yourself in this report to facilitate the investigation of the violation. However, you may also submit this report anonymously. We will keep your report confidential to the extent we are able, but please be aware that confidentiality may not be maintained where identification is required by law, or in order to enable Emmanuel or law enforcement to conduct an adequate investigation. We greatly appreciate you providing specific and relevant information including the first and last names of any individuals mentioned, their contact information, and the location address at which the improper activity occurred.

Please do your best to describe the improper activity, providing as much of the following information as possible for each violation. Number each violation, if there is more than one. You are also welcomed to use additional pages if necessary.

Below are some questions to help you think through crucial details.

Who? Who is involved? Who else knows about the improper activities? Who can and would confirm that they occurred? How can we reach these witnesses?

What? What specifically did the suspect do? What kinds of documents would provide evidence of the improper activities? Where are the documents located? Who controls them?

Where? In which location/s did the violation occur?

When? When did the improper activity occur? Is it ongoing? How frequently has it occurred?

How? How did the wrongdoing occur? Was there a lack of controls, circumvention of controls, or collusion with other individuals?

Please complete the form below, and submit it to the wardens through the [reporting link](#) on Emmanuel's safety webpage or email it to wardens.emmanuel@gmail.com. If you would like to submit a report anonymously online use [this link](#) and omit your identifying information.

Or you can mail it to

Emmanuel Anglican Church
c/o WARDENS (CONFIDENTIAL)
PO Box 1041
New York, NY 10163-1041

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REPORTER'S CONTACT INFORMATION
(This section may be left blank if the reporter wishes to remain anonymous.)
Name:
Contact Number:
Email Address:
SUSPECT'S INFORMATION
Name:
Contact Number:
Email Address:
WITNESS' INFORMATION (if any)
Name:
Contact Number:
Email Address:
<p>VIOLATION: Briefly describe the misconduct/improper activity and how you know about it. Specify:</p> <ul style="list-style-type: none">• Who did the wrongdoing?• What wrongdoing occurred?• Where?• When?• How? <p>If there is more than one violation, number each one and use as many pages as necessary.</p> <p>EVIDENCE: To the best of your ability, please describe how an Emmanuel investigator could locate supporting documentation. You may also attach a copy of evidence that you already have in your possession. We ask that you <i>do not attempt</i> to obtain evidence for which you do not have a right of access. As a whistleblower, your role is "reporting party," not investigator.</p> <p>Thank you so much for submitting this report. In any reporting situation, Emmanuel's priorities are communication and care to all parties involved. Our Wardens will ensure that you stay informed of the resulting steps throughout the process.</p>
MISCONDUCT REPORT:

MISCONDUCT REPORT: (continued)