**Ethical Misconduct Complaint Form**

**1. Employee Information**

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| --- | --- | --- | --- |
| **Full Name:** |  | **Job Title/Position:** |  |
| **Department:** |  | **Employee ID (if applicable):** |  |
| **Phone Number:** |  | **Email Address:** |  |

**2. Incident Details**

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| --- | --- | --- | --- |
| **Date of Incident:** |  | **Time of Incident:** |  |
| **Location of Incident:** |  |  |  |

**Type of Ethical Misconduct (check all that apply):**

* ☐ Fraud or Theft
* ☐ Conflict of Interest
* ☐ Bribery or Corruption
* ☐ Misuse of Company Resources
* ☐ Confidentiality Breach
* ☐ Discrimination
* ☐ Harassment or Bullying
* ☐ Retaliation
* ☐ Violation of Code of Conduct
* ☐ Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Individuals Involved**

*(List names, job titles, and departments of all parties involved.)*

| **Name** | **Job Title** | **Department** | **Role (Offender/Witness/Victim)** |
| --- | --- | --- | --- |
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**4. Description of the Incident**

*(Provide a detailed, factual description of the misconduct. Include what happened, how it happened, and any relevant context.)*

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**5. Evidence**

*(Attach or describe any evidence such as documents, messages, screenshots, videos, emails, etc.)*

* ☐ Documents Attached
* ☐ Screenshots Attached
* ☐ Emails Attached
* ☐ Audio/Video Evidence
* **Description of Evidence:**

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**6. Witnesses**

*(List anyone who observed or is aware of the incident.)*

| **Witness Name** | **Contact Information** | **Statement Attached (Yes/No)** |
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**7. Previous Actions Taken (if any)**

*(Describe any steps you have already taken to address the issue, such as speaking to a supervisor or reporting earlier.)*

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**8. Desired Resolution**

*(What outcome would you like HR or management to consider?)*

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**9. Confidentiality Request**

* ☐ I request confidentiality to the extent possible.
* ☐ I consent to my identity being shared if needed for investigation.

**10. Declaration**

I confirm that the information provided in this complaint is true and accurate to the best of my knowledge.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_