Communication lines to the Compliance Officer shall be in place and accessible to all employees, persons associated with the Agency, and governing body members, to allow compliance issues to be reported. Such communication lines shall include a method for anonymous and confidential good faith reporting of potential compliance issues as they are identified.

If you are an employee or other stakeholder and wish to remain anonymous, please detail your complaint or allegation of violation below *without* including the identifying information requested in “Complainant Information”. Please be aware that the failure to provide specific information may impede the full and complete investigation of this matter.

|  |  |
| --- | --- |
| DATE OF COMPLAINT: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COMPLAINTANT INFORMATION: | | | | | |
| Name |  | | | | |
| Address |  | | | | |
| City |  | State |  | Zip |  |
| Email |  | | | | |
| Telephone |  | | | | |

**Non-retaliation Statement:** To ensure employee cooperation, the William George Agency will not take any retaliatory action or retribution against any employee who has submitted a report of a suspected violation or who has participated in an investigation of a suspected violation in good faith. Any employee who takes retaliatory action or retribution against another employee who has either reported a suspected violation or participated in an investigation of a suspected violation will be subject to disciplinary action.

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| SUMMARY OF COMPLAINT/VIOLATION: (Please include dates, location and/or other specifics regarding the suggestions/ recommendations/concerns/complaints as well as names, if known, of the alleged violators or those individuals or entities who you may know have information about the matter. Use additional sheets and provide copies of pertinent documents if available.) |
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| --- | --- | --- |
|  |  |  |
| Signature (If not anonymous) |  | Print Name (If not anonymous) |

After filling out this form, please forward to [complianceofficer@gjrmail.com](mailto:complianceofficer@gjrmail.com), or if you prefer a printed copy, click print and drop it off at the Compliance Drop Box located in the mailroom of the Administration Building or you may send it by mail to the following address:

The William George Agency for Children’s Services

380 Freeville Road

Freeville, NY 13068

Attention: Compliance Officer

The Compliance Officer can also be reached at 607-844-6393.

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| FOR INTERNAL USE ONLY | |
|  | To Compliance Committee |
|  | Legal Referral |
|  | Unsubstantiated |