

WISCONSIN EVANGELICAL LUTHERAN SYNOD

Suspicious Activity Tip Form

All called and lay workers, staff, faculty, students and parishioners have an obligation to help protect the Synod's assets and reputation. If you suspect any suspicious activity such as fraud, misuse, misappropriation, inappropriate conduct, etc., please complete the following information and email, fax or deliver it directly to the Chairman of the Accounting Oversight Committee.

Personal Data

Information surrounding your identity is *optional*. Once you complete and submit this form, it should be delivered directly to the Chairman of the Accounting Oversight Committee. Your identity and all information provided will be *confidential*. Please be reminded, however, that the effectiveness of our investigation is contingent upon the completeness and accuracy of the details provided on this form.

Name: _____
Title: _____
Department: _____
Phone: _____
Fax: _____
Email Address: _____

Detailed Information

Please provide as much pertinent information as possible regarding your concerns. Incomplete or inaccurate information will significantly hinder our ability to perform a thorough investigation. **Items marked with an asterisk (*) are required.**

Name(s) of Individual(s) Involved *: _____

Title: _____

Department *: _____

Phone Nos: _____

Alleged Action(s) *: _____

If known and applicable:

How long has this been occurring? _____

Total Dollar Amount of Possible Loss: _____

Have you reported this incident to anyone else? If so, please list their name and phone number *: _____

How did you become aware of this incident? _____

What is your relationship with the individual(s) listed above? _____

May we contact you for further information? _____

WELS will not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, a suspicious activity or incident to the WELS, unless the employee knows that the report is false, or because the employee is requested by WELS to participate in an investigation, hearing or inquiry held by WELS, or a court action.

Thank you for your time and the information you have provided. It will be most useful in conducting our investigation. All tips will be recorded and evaluated. Tips related to other areas of governance (i.e. Human Resources, Equal Employment Opportunity, etc.) will be forwarded to that department for further review in accordance with their respective policies and procedures. We appreciate your assistance in protecting the Wisconsin Evangelical Lutheran Synod's resources.