Helpline/Violations Report Template

Incident Report Control #/ Date Reported-	Location	Category	Brief Description of Allegation or Concern Raised by the Reporter	Investigator	Status	Disposition
HL-01-02-2018-001	Dallas	COI	Allegation of Improper use of company property by an employee	A. George	Investigation completed 2-15-2018 – Matter substantiated	Employee counseled and eliminated COI with Mgmt
HL-01-05-2018-002	Chicago	Time theft	Allegation that an employee falsified timecard	J. Caruso	Investigation completed 1-10-2018 – Matter substantiated.	Employee terminated.
MR-01-07-2018-003	San Diego	Harassment	Allegation of harassment by employee to a supervisor in another department	E. Murphy	Investigation completed by HR – Matter substantiated.	Employee counseled by HR and given Harassment Training.
OL-01-15-2018-004	Dallas	Quality Fraud	Allegation of falsification of quality test procedures by an employee line inspector	A. George	Investigation in process – additional training provided in meantime related to systemic issues – lack of clear procedures	Training of quality personnel ongoing.
HL-01-16-2018-005	Dallas	Theft of Personal Property	Allegation of theft of employee's personal items from office	A. George	Investigation completed – reporter called back to say items returned with a note apologizing for borrowing items without permission.	Matter closed at request of reporter.