

WHISTLEBLOWER PROTECTION

MSD of Wayne Township (“District”) investigates allegations of violations of federal law or regulation; state law or rule; ordinance of political subdivision; and School Board policy or administrative guidelines, as well as allegations of misuse of public resources. The District Policy on Whistleblower Protection, D475, can be found on the District’s website. Employees of the District and its contractors are required to make a written report within a reasonable time (no more than 30 calendar days) after any violation is apparent to the reporting individual. Such reports should be made on the following form.

Because the District does not undertake investigations without adequate cause, it needs as much evidence as possible to corroborate any allegations. Such evidence may include documents, witnesses, and other specific and relevant information. In addition, it is helpful for the description to include *who* is involved, *what* specific improper actions were taken and *what* relevant documents and witnesses may exist, *where* the action(s) occurred, *when* the actions occurred, and *how* the action was able to occur (lack of controls, circumvention of controls, etc.).

Please e-mail this completed form (with subject line “Confidential”) as an attachment, or mail in an envelope marked “Confidential” to your immediate supervisor, superintendent, or another central office administrator.

MSD of Wayne Township, Marion County, Indiana

Revised: December 5, 2014

Individual Making Report:

Name-

Position-

Work Address-

Work Phone Number-

Work Email-

Preferred Method of Contact (include home or mobile phone number or e-mail address if that is preferred)-

Individual to Whom the Report Is Being Submitted (circle all applicable):

Immediate Supervisor

Superintendent

Other Central Office Administrator

Date and Description of Alleged Violation(s) (to the extent known; include additional pages as necessary)

Individuals Involved in Violation, and Actions of Each Individual

Witnesses (individuals who may be able to confirm allegation)

Documents (written material that may be able to confirm allegation. Please describe how the District could locate these documents or attach a copy of evidence that you already have in your possession. You should NOT attempt to obtain evidence for which you do not have a right of access.)

How do you know about the information you are reporting here?

Have you verbally reported this information to anyone? If so, please list when and to whom.

Signature (by signing below, I certify that the information in this report is true and correct to the best of my knowledge and belief.)

Name

Date