



**BRaille INSTITUTE OF AMERICA, INC.
WHISTLEBLOWER MISCONDUCT REPORT FORM**

This **optional** form is intended to facilitate reports of unethical, illegal, or fraudulent activity (“Misconduct”) at Braille Institute of America, Inc. (“BIA”). Anyone reporting an incident must act in good faith, without malice to BIA or any individual, and have reasonable grounds for believing that Misconduct occurred. Please see the Whistleblower Contact Information form for a list of persons to whom this report may be submitted.

NO ONE WHO IN GOOD FAITH MAKES A REPORT OR COOPERATES IN AN INVESTIGATION OF MISCONDUCT SHALL SUFFER RETALIATION, HARASSMENT, DISCRIMINATION, OR, IF AN EMPLOYEE, ADVERSE EMPLOYMENT CONSEQUENCES.

1. Name of person(s) who is/are the subject(s) of this Misconduct report:

Name

Relation/Position *[If this person is not an employee of BIA, please list his or her position or relationship to BIA (e.g., Board Member, Volunteer).]*

2. Is this the first time you are filing a report for this particular Misconduct?

____ Yes

____ No. Please state the date(s) or approximate date(s) of your previous reports.

3. What Misconduct occurred and how do you believe it was unethical, illegal, or fraudulent? *If applicable*, please describe the nature of any injury or damage sustained.

4. When and where did the Misconduct occur? (Please indicate if the actions were committed over a period of time.)



5. What do you believe enabled the Misconduct to occur? E.g.: a lack of controls, circumvention of controls, or collusion with other individuals? Are you aware of any motives for this Misconduct?

6. Does the Misconduct involve the participation of people external to BIA?

7. Are there any witnesses that can confirm the Misconduct?

8. **EVIDENCE:** Please attach a copy or original of any supporting documents or other evidence in your possession, if any. **DO NOT ATTEMPT TO OBTAIN** more evidence. You are a reporting party and not an investigator of the Misconduct.

NAME OF PERSON FILING REPORT*:

Print Name

Date

***You are not required to provide your name and may retain anonymity.** If you choose to provide your name, it will remain confidential whenever possible. Providing your name may facilitate the investigation of the Misconduct. Anyone filing an anonymous report will not be updated as to the progress of the investigation, but do understand that investigations are taken seriously and will be addressed. Making a complaint **does not** automatically shield you from consequences of your own involvement in unlawful or improper conduct. However, full and frank admissions may be considered in deciding disciplinary actions.