

Ethical Concern Report Form

Purpose of this form: Use this form to report a concern about behavior or observations you have experienced that may be unethical, unsafe, unfair, or against policy. You do not need to be certain that a rule was broken—only that something felt wrong or concerning.

You may submit this form with or without your name, however contact information to gain further insight is helpful.

1 Your Contact Information: Complete this section only if you are comfortable being contacted.

Name: _____

Email: _____

Phone: _____

How may we contact you (if needed)? (Email / Phone / Do not contact me)

2 Who Is This Concern About?

Name or job title of the person involved: _____

Department or organization (if known): _____

If more than one person is involved, list the main person above and explain below.

3 What Happened?

What happened? (Briefly explain what you saw, heard, or experienced.)

When did this happen? (Date or timeframe)

Where did this happen? (If applicable)

Why does this concern you? (For example: unsafe, unfair, dishonest, or against policy.)

4 Supporting Information (If available)

Documents or evidence you have (emails, messages, photos, etc.):

Names of witnesses or others with information (if any):

Have you already reported this to anyone else? If yes, please explain:

5 Who Is Affected?

Who is impacted by this issue? (patients, staff, organization, public, etc.)

What type of harm or risk could this cause? (Safety, Fairness, Financial, Trust, Other)

6 Desired Outcome

What outcome or action are you hoping for? (For example: review of the issue, corrective action, training, stopping the behavior).

7 Confidentiality

Would you like your identity kept confidential to the extent possible? (Yes / No)

(Confidentiality will be respected as much as possible, but may be limited if required by law or investigation).

8 Confirmation

I believe the information provided is true and accurate to the best of my knowledge.

Signature (optional): _____

Date: _____

Upon receipt of this form, your concern will be reviewed and a member of the Ethics Committee will contact you within 24 hours of the following business day.