

C4SO WHISTLEBLOWER REPORTING FORM

INSTRUCTIONS:

Thank you for taking this difficult but important step to report suspected serious misconduct or any breach/suspected breach of law or regulation that may adversely impact you and/or other employees or members of a C4SO church. Please note that you may be called upon to assist in the investigation, if required.

We encourage you, as the reporter, to identify yourself in this report to facilitate the investigation of the violation. However, you may also submit this report anonymously. We will keep your report confidential to the extent we are able, but please be aware that confidentiality may not be maintained where identification is required by law, or in order to enable C4SO or law enforcement to conduct an adequate investigation. We greatly appreciate you providing specific and relevant information including the first and last names of any individuals mentioned, their contact information, and the location address at which the improper activity occurred.

Please do your best to describe the improper activity, providing as much of the following information as possible for *each* violation. Number each violation, if there is more than one. You are also welcomed to use additional pages if necessary.

Below are some questions to help you think through crucial details.

Who? Who is involved? If outside businesses or contractors are involved, what are the names of the businesses, who owns them, and where are they located? Who else knows about the improper activities? Who can and would confirm that they occurred? How can we reach these witnesses?

What? What specifically did the suspect do? Are there laws or regulations that govern what the suspect did? What kinds of documents would provide evidence of the improper activities? Where are the documents located? Who controls them?

Where? In which location/s did the violation occur?

When? When did the improper activity occur? Is it ongoing? How frequently has it occurred?

Why? In your opinion, what are the suspect's motives? For example, how does the suspect benefit from the improper activity? If others benefit from the activities, who are they and how do they benefit?

How? How did the wrongdoing occur? Was there a lack of controls, circumvention of controls, or collusion with other individuals?

Please complete the form below, place it in an envelope marked "Confidential" and mail to:

Kimberley Pfeiler, Ombudsman
P.O. Box 989
Franklin, TN 37065

Or email this form as an attachment to: Kimberley@c4so.org. Please be mindful that if you e-mail the form, you may lose your anonymity, depending on how you send the e-mail.

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REPORTER'S CONTACT INFORMATION (This section may be left blank if the reporter wishes to remain anonymous.)
NAME *
CHURCH
CONTACT NUMBER
E-MAIL ADDRESS *
SUSPECT'S INFORMATION
NAME *
DESIGNATION
CHURCH *
CONTACT NUMBER
E-MAIL ADDRESS
WITNESS' INFORMATION (if any)
NAME
DESIGNATION
CONTACT NUMBER
E-MAIL ADDRESS
<p>VIOLATION: <i>Briefly describe the misconduct / improper activity and how you know about it. Specify:</i></p> <ul style="list-style-type: none"> • <i>Who did the wrongdoing?</i> • <i>What wrongdoing occurred?</i> • <i>Where?</i> • <i>When?</i> • <i>Why?</i> • <i>How?</i> <p><i>If there is more than one violation, number each one and use as many pages as necessary.</i></p> <p>EVIDENCE</p> <p>To the best of your ability, please describe how a C4SO investigator could locate supporting documentation. You may also attach a copy of evidence that you already have in your possession. We ask that you do NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access. As a whistleblower, your role is "reporting party," not investigator.</p> <p>Thank you so much for submitting this report. In any reporting situation, C4SO's priorities are communication and care to all parties involved. Our diocesan Ombudsman will ensure that you stay informed of the resulting steps throughout the process.</p>