

Report of Potential Non-Compliance

Please complete this form and forward it directly to the Compliance Officer for review.

Part I

Date and Time of Report: _____

Name and Department of individual originating report (unless you wish to remain anonymous):

Subject of Report: _____

Parties involved: Name of Resident: _____

Name of Employees: _____

Any other people: _____

Date(s) of Alleged Non-Compliance: _____

Location/Department(s) Involved: _____

Witness name(s) and department(s) involved (unless witnesses wish to remain anonymous):

Summary of Report (please include time line of events):

Please attach additional information or supporting documents, if necessary.

Part II (To be completed by the Compliance Officer)

Date and time report received: _____

Report Received by: ___ Compliance Officer ___ Department Manager or Supervisor ___

Reporting Mechanism: Phone ___ Letter ___ Verbal ___

Email: ___ Fax: ___ Other ___

Note: The Corporate Compliance Officer will maintain this report in a confidential manner to the extent possible. If you choose to remain anonymous, the Corporate Compliance Officer may not be able to notify you directly of the outcome of any investigations that are undertaken. However, you may contact the Corporate Compliance Officer directly at (518) 691-1411 or compliance@thewesleycommunity.org if you have further questions.