



Whistleblower Incident Report

Families to Freedom accepts and investigates allegations of suspicious or malicious activity by volunteers, staff and committee members where Families to Freedom is potentially a target of wrongdoing. The Families to Freedom Whistleblower Policy can be viewed online at: FamiliestoFreedom.org/investigations

In order to undertake investigations with adequate cause, we need as much evidence as possible to corroborate any allegation(s) such as documents, witnesses, and other relevant and specific information.

When describing the activity in question, please provide as much of the following information for each of your allegations, and number each allegation, if there is more than one.

Who? Who is involved? If an outside entity or vendor is involved, what is the business name and person representing that entity? Who else knows about the activity in question? Who can and would confirm details and activity? How can we reach an individual who is not a representative of Families to Freedom?

What? What specifically did the suspect do? What damage or harm did this cause? What documents, emails, text or other material provides evidence of the activity?

Where? Where did you observe the activity? Where were witnesses and direct recipients of wrongdoing, if any?

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

Why? What do you think is the suspect's motives? For example, how might the suspect benefit? If others are involved, who are they and how might they benefit?

How? How did the wrongdoing occur? What enabled the wrongdoing to occur? Is there group involvement? Was there a lack of preventative controls or circumventing of controls?

To report suspicious or known activity, you have several channels through which to communicate. Reports may be made anonymously or with identification.

In-Person. Notify a supervisor, volunteer coordinator, or senior ranking volunteer in person.

Mail. Enclose your statement in an envelope marked "Highly Confidential" and mail to:

Families to Freedom
Internal Investigation
P.O. Box 1226 | Addison, TX 75001

Email. You may email your statement to: investigations@FamiliestoFreedom.org



Families to Freedom Incident Report

REPORTER'S CONTACT INFORMATION (Not Required)

Your Name	Primary Role
Mobile Phone	Alternate Phone
Home Address	
Email	Best time to reach you

Accused(s) Information

Name of Accused	Primary Role
Contact Information	
Names of Others Involved (if applicable)	

Witness(es)

Name	Role	Phone

COMPLAINT: If mailing, use the back of this paper and/or attach a separate sheet. Briefly describe the wrongful activity and how you know about it. *Specify what, who, when, where, and how.* If there is more than one allegation, number each allegation. Use as many pages as necessary.

- What happened?
- Who did the wrongdoing?
- When did this occur?
- Where did this happen?
- What enabled this to happen (How)?

Please include how a Families to Freedom investigator can obtain your report and supporting documentation. Attach a copy of any evidence that you have already in your possession. You should NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access. Whistleblowers are "reporting parties" not investigators.