

Lewis & Clark College
Financial Reporting and Whistleblower Protection
Suspected Violation Report

1. Date(s) of Suspected Violation:

2. Department where the Suspected Violation occurred:

3. Name/Title of the Suspected Violator:

4. Does the activity constitute a violation of one of the following?

Violation of any law or regulations and institutional policies: Yes No (check one)

Financial Conflict of Interest Policy: Yes No (check one)

Improper Disclosure of Financial Records: Yes No (check one)

Donor Stewardship: Yes No (check one)

Improper Giving or Receiving of Gifts: Yes No (check one)

Falsification of Documents: Yes No (check one)

Theft and Embezzlement: Yes No (check one)

Fraud: Yes No (check one)

Improper Supplier of Contractor Activity: Yes No (check one)

Mismanagement, Gross wastage or misappropriation of Institutional funds/ assets: Yes No
(check one)

Data Privacy: Yes No (check one)

Environmental and Safety Matters: Yes No (check one)

Vandalism: Yes No (check one)

Unsafe Working Conditions: Yes No (check one)

An act of discrimination or sexual harassment: Yes No (check one)

If yes is checked above, which section of the Policy selected is suspected to have been violated?

Please describe the nature of the Suspected Violation. Include as much specific information as possible. If more space is needed, please continue on reverse side.

Name of person filing this report (optional):

(Without your name and contact information, the College will not be able to communicate with you about questions or resolutions of the matter you are reporting)

Telephone number of person filing this report (optional):

Communication of a suspected violation should be made according to the following guidelines:

For Whistleblower reports against a member of any department other than the Office of the President or the General Counsel, reports should be directed as follows:

David Ellis
General Counsel
Frank Manor House, MSE 33
Email: dellis@lclark.edu
Phone: 503-768-7691

A Whistleblower report against a suspected violator within the Office of the President or the General Counsel or; if the person filing the report is uncertain as to the division in which a suspected violator is in; such report should be directed to the attention of the Chair of the College's Audit Committee as follows:

Jay Waldron
Schwabe Williamson & Wyatt
1211 SW Fifth Ave., Suite 1900
Portland, OR 97204
Email: jwaldron@schwabe.com
Phone: 503-796-2945