



### Complaint of Non-Compliance

**Instructions:** If you believe that an employee (or program) or any of its service providing contractors is in non-compliance of policy, contract or some other law or regulation, please use this form to submit a complaint. The compliance staff will review the complaint, consult with in-house counsel and may conduct an investigation. Forward this complaint to the compliance office at BWDH administration (please keep a copy for your records at your discretion).

<b>Name of Person/Agency Alleged in Non-Compliance:</b>	<b>Date of Event/Action:</b>
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<b>Address of Person/Agency Alleged in Non-Compliance:</b>	<b>Date of Complaint:</b>
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<b>Complaint #:</b>	<b>Category:</b>
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**Brief Summary of Investigation Procedures:**

**Findings:**     Complaint Not Substantiated                       Complaint Substantiated

Explanation: \_\_\_\_\_  
 \_\_\_\_\_

**REMEDIAL ACTION RECOMMENDED:**

N/A     DISCIPLINARY ACTION     FINE FOR CONTRACT NON-COMPLIANCE \$\_\_\_\_\_

FURTHER ACTION: \_\_\_\_\_  
 \_\_\_\_\_

***For Management Use***

Concur            Recommend Alternative Action: \_\_\_\_\_

Law Enforcement Notified:             N/A             Yes

IF YES, WHO AND WHEN: \_\_\_\_\_  
 \_\_\_\_\_

Management Staff Printed Name	Management Staff Signature	Date
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