

University of California, Santa Barbara Whistleblower Reporting Form

If you wish to submit a Whistleblower Report, please complete this form and mail to the following address or fax to (805) 893-8837:

Locally Designated Official
Administrative Services
University of California
4129 Cheadle Hall #2033
Santa Barbara, CA 93106

Name¹: _____

E-mail address: _____

Telephone Number(s): _____

Note: If provided, the identity of the person filing this report shall not be disclosed without his or her written permission unless the disclosure is (1) to University personnel with a legitimate need to know in order to carry out an investigation; (2) to a law enforcement agency which is conducting a criminal investigation; or (3) pursuant to a subpoena or other circumstances where the University is required by law to release information. The testimony of a person filing a Report of Improper Governmental Activity may be needed in order to prove a case against the person accused of wrongdoing. For more information, see the UC Whistleblower Policy.

What is your association with University of California, Santa Barbara?

Faculty
Staff
Student
Parent of a Student
Other _____

Please provide a description of the incident(s) with as much detail as possible.

- ❖ What is the nature of the wrongdoing (e.g., fraud, theft, conflict of interest)? (For a full definition of improper governmental activities, see the UC Whistleblower Policy.)

¹ Whistleblower reports may be made anonymously. Anonymous whistleblowers must provide sufficient corroborating evidence to justify the commencement of an investigation. Because of the inability of investigators to interview anonymous whistleblowers, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated.

❖ When did the incident occur (provide exact dates/times where possible)?
How did the subject carry out the activity?

❖ Name(s) of organizations/individual employee(s) involved in the activity:

❖ Where did the incident occur (provides specific location where possible)?
Is it ongoing? How frequently has it occurred?

❖ How did you become aware of the alleged improper activity? Can anyone else corroborate the improper activities being reported and how can they be contacted?

❖ Please list any documentation you are aware of which supports your allegation:²

² Be mindful you are not requested to investigate the matter. In providing information, the whistleblower is not to conduct any investigative procedures or obtain evidence for which he or she does not have a right of access. Doing so may constitute a violation of law or University policy.

❖ Do the subjects of the complaint know about this report?

❖ Please provide any additional details of the incident that would be useful to investigators in the space provided below:

Protection from Retaliation

The University of California is committed to protecting employees and applicants for employment from 1) interference with making a protected disclosure or 2) retaliation for making a protected disclosure or refusing to obey an illegal order, as defined in this policy. If you believe you have been retaliated against for whistleblowing, you may file a complaint pursuant to the University's Whistleblower Protection Policy.

Thank you for bringing this matter to the attention of the University. The University takes these reports seriously.