

Ethics Misconduct Reporting Form

Confidentiality and Non-Retaliation Policy: This form is designed to provide a confidential and secure channel for reporting suspected violations of Fahad Bin Sultan University Code of Conduct, policies, laws, or ethical principles. All reports will be handled with the utmost discretion and confidentiality to the extent possible, consistent with the need to conduct a thorough and fair investigation.

FBSU strictly prohibits retaliation against any individual who, in good faith, reports an ethical concern, participates in an investigation, or refuses to participate in an activity they believe to be unethical or illegal. Any act of retaliation will be treated as a serious violation of policy and will result in disciplinary action.

Section 1: Reporter Information (Optional)

While providing your contact information is optional, it is highly encouraged as it allows the Ethics Committee to follow up for clarification, gather additional details, and provide updates on the status of the investigation (where appropriate and permissible). If you choose to remain anonymous, please provide as much detail as possible in Section 3.

- **Name:** _____
- **Email Address:** _____
- **Phone Number:** _____
- **Department/Affiliation:** _____
- **Preferred Method of Contact (if not anonymous):**
 - ☐ Email
 - ☐ Phone
 - ☐ No contact preferred (even if name provided)
- **Do you wish to remain anonymous?**
 - ☐ Yes
 - ☐ No

Section 2: Type of Ethical Concern

Please select the category (or categories) that best describe the ethical concern you are reporting. This helps us direct the report to the appropriate resources for investigation.

- ☐ **Conflict of Interest:** Situations where personal interests (financial, familial, etc.) could improperly influence professional decisions.
- ☐ **Harassment:** Unwelcome conduct based on protected characteristics (e.g., sexual harassment, bullying, verbal abuse).
- ☐ **Discrimination:** Unfair treatment based on protected characteristics (e.g., race, gender, religion, age, disability, sexual orientation).
- ☐ **Misuse/Theft of Company/Organizational Assets:** Unauthorized use, theft, or damage of property, funds, or information.



- ☐ **Fraud/Embezzlement:** Intentional deception for personal gain or to cause loss to the organization.
- ☐ **Breach of Confidentiality/Privacy:** Unauthorized disclosure or access to sensitive information.
- ☐ **Violation of Company/Organizational Policy/Code of Conduct:** Non-compliance with established internal rules or ethical guidelines.
- ☐ **Unsafe Work Environment/Safety Violation:** Concerns related to health and safety standards or practices.
- ☐ **Retaliation:** Adverse action taken against an individual for reporting a concern or participating in an investigation.
- ☐ **Improper Accounting/Financial Reporting:** Irregularities in financial records or reporting.
- ☐ **Bribery/Corruption:** Offering or accepting improper payments or inducements.
- ☐ **Environmental Concerns:** Violations of environmental laws or regulations.
- ☐ **Other (Please specify):**

Section 3: Details of the Incident

Please provide a detailed and factual account of the incident(s). Be as specific as possible, including who, what, when, where, and how.

- **Date(s) of Incident(s):** (If exact dates are unknown, please provide an approximate timeframe, e.g., "between January and March 2025," or "ongoing since last month.")
- **Time(s) of Incident(s):** (If exact times are unknown, please provide an approximate time of day.)
- **Location(s) of Incident(s):** (Be specific, e.g., "3rd floor office, meeting room B," "Company vehicle," "Off-site event.")
- **Please describe the incident(s) in detail. What happened? What policies or rules do you believe were violated?** (*Use clear, concise language. Focus on facts rather than assumptions or opinions. If the incident involves multiple occurrences, describe them chronologically. Attach additional sheets if more space is needed.*)

[illegible]



Signature:

Date: / /

Submit the report to the Legal Office, HR or the University Research Ethics Committee