

ANONYMOUS/CONFIDENTIAL COMPLAINTS

You may request confidentiality or remain anonymous.

You have two options when you request your identity remain confidential:

- Release your identity to the IG with the understanding that it will not be released to the investigator, or
- Identify yourself with the understanding that only the IG and the investigator will know who you are.

If you request **CONFIDENTIALITY**, we will make every effort to protect your identity from disclosure; however, we cannot guarantee confidentiality since disclosure may be required during the investigation or in the course of corrective action.

If you file your complaint **ANONYMOUSLY**, we will not be able to contact you to request additional information or to give you the results of the investigation. You may consider establishing an e-mail account using an internet service provider to submit an anonymous complaint; however, we will not respond to anonymous complaints submitted in this way since we have no way of verifying who you are.