

# *Policy/Procedure Statement*



- **POLICY NO.:** C-002
- **ISSUE DATE:** October 1, 2013
- **REVISED ON:** January 1, 2017
- **ORIGINATOR:** COMPLIANCE OFFICER

**SUBJECT: COMPLIANCE REPORTING POLICY**

---

## **I. PURPOSE:**

The purpose of this policy is to (a) provide guidance for reporting actual or suspected violations of federal and state law or regulations as set forth in the Detroit Wayne Mental Health Authority (Authority) Compliance Plan, and (b) to address possible concerns regarding retaliation for reporting. This policy should be read in conjunction with the Authority's Compliance Plan.

## **II. APPLICATION:**

This Compliance Reporting Policy applies to all Authority Board members, executives, and employees and contracted staff (collectively, "Staff").

## **III. POLICY:**

**3.1 Reporting of Known or Suspected Violations.** Staff, who may, in the course of their activities, observe actual or suspected violations of federal or state laws or regulations, including possible criminal activity or other illegal, unethical or wrongful conduct, regardless of whether such violations are intentional or not, are required to promptly report such situations. It is important that such situations be brought to the attention of the Authority's Compliance Office promptly, in order that an appropriate investigation may be undertaken and resolution achieved.

**3.2 Non-Retaliation/Non-Retribution.** No Staff who in good faith reports an actual or suspected violation of law as set forth in the Compliance Plan, shall experience any retaliation or retribution as a result of such reporting, regardless of whether or not, upon investigation, a violation is found to have occurred. Retaliation, itself, is a violation of the Authority's Compliance Plan, which will not be tolerated and must be reported immediately.

- Reports of retaliation or retribution will be investigated thoroughly and expeditiously and will, if appropriate, result in disciplinary action, up to and including termination of employment.
- A reporting party will not be afforded the protection of this non-retaliation/non-retribution policy if his or her allegation of a violation was knowingly fabricated, knowingly exaggerated, or otherwise distorted to adversely affect another person or to protect the reporting party.

#### **IV. PROCEDURE FOR REPORTING:**

Staff shall report all compliance concerns, including observed actual or suspected violations of federal or state laws or regulations, in any of the following ways:

- Directly to the Compliance Officer.
- To the Authority's Compliance Hotline (**313-833-3502**), for anonymous and confidential reporting to the extent provided by law.
- In writing to the Compliance Officer:

Attn: Compliance Officer  
Detroit Wayne Mental Health Authority  
707 W. Milwaukee,  
Detroit MI, 48202

**OR VIA EMAIL**

**Email: [mtawakkul@dwmha.com](mailto:mtawakkul@dwmha.com)**