

Triad values your willingness to come forward with a workplace concern. Whether you submit your concern anonymously or not, we need as much information as possible from you so that we can address your concern completely and timely. This guide will walk you through the submittal process and provide tips for ensuring you give all the relevant and actionable information needed. We understand that some of the questions are repetitive, but this allows us to ensure we get a complete picture of the allegation(s).

**Note:** While the Laboratory strives to get as much information as possible regarding concerns, you are only required to submit the information as it is known to you. Do not investigate the concern by attempting to gather information from other sources.

Location where incident occurred: Provide specific location where the alleged improper activity occurred, if known. Example: TA-03, Building 261, Room 100. If you do not know the specific information, provide general information or directions on location. If you do not know where it took place, state "Do Not Know."

Do you wish to remain ANONYMOUS for this report?: For this question, employees are not required to give their name to report. However, we encourage you to include your name in the event a) anonymity is not practical, b) we need your assistance for clarifying or providing additional information on a timely basis, c) we need to take prompt action, as necessary, to notify management of the concern (e.g., security, safety, sexual harassment) or d) we need to discuss the ECP process. While not required, providing your name allows for a more complete review of your allegations.

Note: There are times where anonymity may be compromised. If you have previously reported the same concern to management or you have openly spoken about the concern to other employees, others may attribute the allegations to you. Additionally, anonymity is not practical when the concern is unique to you (e.g., discrimination, retaliation, harassment) as we cannot investigate due to the personal nature of the concern.

Please identify the person(s) engaged in this behavior: It's very important that you include all names and titles. In the title field, it is allowed to include their Z# for better identification.

What is the general nature of this matter?: This should be a general description of the matter. You do not need to get into specifics. If there are multiple issues, you can generally describe each issue. You will have an opportunity to provide further details in the below fields. Some examples of things that could be listed here are: misreporting of time, safety, conflict of interest, discrimination, retaliation, etc.

Where did this incident or violation occur?: You will have already provided the TA and Building, if known, so this question provides a text field to include any additional information you may have about the location or about a document or record where the incident occurred. If describing a document, record, email, or transaction, provide as much information as possible, including dates and times, who initiated the item, who received copies, etc.

Please identify any persons who have attempted to conceal this problem and the steps they took to conceal it: Be as specific as possible. Provide full names, title, and Z# (if known). The description of the steps they took to conceal it should include all known steps to you. These steps could be something specific (e.g., Changed an inspection report to cover-up the issue. The report was on Form 123, dated

June 1, 2020, and submitted via email to manager@lanl.gov) or more general (e.g., ignored the issue). If you do not know of anyone who attempted to conceal the problem, put "N/A."

Please provide all details regarding the alleged violation, including the locations and names of witnesses and any other information that could be valuable in the evaluation and ultimate resolution of the situation. In this section, you need to provide as much information as possible based on your personal knowledge. Provide as many details as possible. Information that should be included is:

- Full description of the improper activity
- Names of everyone that was involved in the alleged activity (include Z# if possible)
- Dates and times that are relevant that are not already reported in other sections
- Why you believe the activity is improper
- Any policies or procedures you believe were violated
- How the improper activity occurred

You can also go to the menu option, "Example Provided," on this website to view a scenario showing how to provide more complete information. Thanks for using the Employee Concerns Program. Please reach out to EA-Ethics at 667-7506 or [ecp@lanl.gov](mailto:ecp@lanl.gov) if you have questions about this guide.