



NAVEX HOTLINE INVESTIGATION REPORT

Prepared at the request of RPM’s counsel and protected under the Attorney Client Privilege and/or Work Product Doctrine; and, as such, this form shall summarize Hotline investigations. Additional pages and/or other documentary evidence should be attached, as necessary, and shall be similarly protected. The assigned investigator must ensure that all individuals involved are reminded of the RPM Non-Retaliation policy.

This report and any other related and supporting documents shall be submitted, as requested by RPM counsel, to the RPM Legal and Compliance Analyst.

CASE SUMMARY		
Navex/Hotline Report#:	Date of Report:	Investigation Completed by:
Subsidiary:	Location:	Allegation type:
Primary Outcome:	Action Taken:	
(Choose One) Unsubstantiated/Substantiated/Insufficient Information/No Investigation Necessary	(Choose 1 Main & 1 Secondary, if applicable) No Action Required, Resigned, Disciplinary Action Taken, Policy/Procedure Review, Training, Formal Company Response, Terminated, Prosecuted, Other Action Taken	
DETAILS OF HOTLINE		
Date of Hotline call:	Anonymous: Y/N	Incident Location:
Reporter Name:	Position of Reporter:	Department:
Other Named Individuals:		
SYNOPSIS		
Provide a brief and concise summary description of the Issue, Action that was taken, and what the Resolution was.		
INVESTIGATION REPORT		
Provide the full details of the investigation (allegation, witnesses, findings, corrective actions, remediation, supporting documents)		