



Reporting Workplace Concerns

Employee Guidance · Complete after viewing the training video · 5 questions

Employee name

Employee ID / badge no.

Date

1. An employee with a workplace concern may report it to:

- ☐ A. Only their direct supervisor
- ☐ B. Any supervisor, Human Resources directly, or the confidential reporting line
- ☐ C. Only Human Resources, in writing
- ☐ D. The person involved in the concern

2. If the concern involves your own supervisor, you are required to report it to that supervisor first.

- ☐ A. True
- ☐ B. False. You are never required to report to the person involved.

3. Once a report is made, HR acknowledges it within:

- ☐ A. 24 hours
- ☐ B. Two business days
- ☐ C. Five business days
- ☐ D. Thirty days

4. A supervisor who receives a report must forward it to HR within:

- ☐ A. One business day
- ☐ B. One week
- ☐ C. The current pay period
- ☐ D. Only if the employee requests it

5. Good documentation of a workplace concern should include:

- ☐ A. Date, time, and facts only
- ☐ B. Your opinion of everyone involved
- ☐ C. As little detail as possible
- ☐ D. Speculation about motive



Reporting Workplace Concerns: Answer Key

For training coordinator use. Do not distribute with the employee copy.

- 1. Answer: B** Any supervisor, Human Resources directly, or the confidential reporting line.
- 2. Answer: B** False. You are never required to report to the person involved.
- 3. Answer: B** HR acknowledges every report within two business days.
- 4. Answer: A** Supervisors forward reports to HR within one business day.
- 5. Answer: A** Documentation covers date, time, and facts only.

Passing standard is set by your agency. A common threshold is 4 of 5 correct, with review of any missed item.