

ONLINE ETHICS NON-COMPLIANCE REPORT (ENR) SUBMISSION PROCESS

1. The *Ethics Non-Compliance Report* (ENR) is submitted via the USFCA website. In the admin portal of the USFCA Website, select “Online Ethics Non-Compliance Report Form” from the drop-down menu.
2. The *Ethics Non-Compliance Report* form will pre populate some data and text fields.
3. After the *Ethics Non-Compliance Report* submission, an Ethics Committee member (screener) and the Chair will be automatically notified by email from the Admin. portal.
4. The Ethics Committee member screener will be rotated monthly.
5. The Ethics Committee member screener will review the submitted ENR.
6. The Ethics Committee member screener will contact the submitting party by phone and email with 72 hours from the ENR submission. The screener will ensure that the submitting individual is comfortable providing information to the screener.
7. The Ethics Committee member screener may request additional relevant details with the party who submitted the ENR.
8. The Ethics Committee member screener will compile the information within 3 days (business or calendar) of the submission for the Intake ENR Sub-Committee members.
9. The Intake ENR Sub-Committee will review the submitted Ethics ENR via a video call.
10. The Intake ENR Sub-Committee will determine the severity and appropriate response to the submitted ENR, determining whether it is within the purview of the USFCA Ethics Committee to address based upon the *USFCA Code of Ethical Conduct & Appendix A & B: Standards of Responsible Conduct* and the USFCA bylaws.
11. If the Intake ENR Sub-Committee determines that the submitted ENR and relevant information may warrant immediate response and possible actions from the USFCA Executive Committee (EC), then a report from the Ethics Committee to the EC will be prepared. The Intake ENR Sub-Committee may request more information and will schedule a video call meeting with the whole USFCA Ethics Committee to review the ENR to make recommendations that will be included in the report.
12. The Ethics Committee chair will contact the USFCA Executive Committee and submit the Ethics Committee’s conclusions and recommendations in a report to the Executive Committee for any actions that may be warranted.
13. The Executive Committee will then schedule a review of the ENR in their agenda at the next EC meeting.