

# What to expect during an internal investigation



Investigations are a normal part of business—they're our way of looking into potential issues and concerns. Here's what to expect as you participate in the process.

## During the investigation



### The process is private

- Your identity, the report, and information you provide will be kept private and only shared on a need-to-know basis.
- Don't discuss the investigation with anyone else. If someone—including your supervisor—asks about the investigation, you don't need to answer. Direct them to Integrity & Compliance for any questions.
- We do not tolerate retaliation. Let Integrity & Compliance know if you have concerns.



### The investigator may follow up

- Most investigations take about four to six weeks to resolve, but they may take longer. During this time, the investigator may periodically update you on the status of the investigation or follow up with additional questions.
- Don't investigate things yourself. Only look into something if the investigator asks you to.
- You can reach out for a status update or provide additional information by emailing the Integrity & Compliance Office.

## When we've finished our investigation



We'll share our findings with the appropriate leadership, who will decide how to address any issues.



We'll inform key witnesses and appropriate business leaders when the investigation is closed. We may not be able to give you all the details to protect the privacy of others.



Integrity & Compliance may follow up with you in a few weeks to ensure the situation is resolved and no new issues have come up.



## Have a question about our investigation process?

The Integrity & Compliance team is here to ensure our policies are fairly and consistently applied; our investigation procedures are followed, corrective actions are appropriate, and issues are resolved in a timely manner. **Contact the Integrity and Compliance Office if you need help.**



[ucompliance@vcu.edu](mailto:ucompliance@vcu.edu)



804-828-2336



[www.vcuhelpline.com](http://www.vcuhelpline.com)