

POP UP SCREENS THAT APPEAR WHEN A COMPLAINT IS DECLINED – BY THE LINE MANAGER

Where incorrect line manager has been notified

CASE UPDATE ENTRY FORM

Form Decline - Incorrect Line Manager
Notes
Dear ISU,

I have declined this matter as I am not the most appropriate Line Manager.

Kind Regards,
Charlie Bertilone

Integrity and Standards Unit
Curtin University
C.Bertilone@curtin.edu.au

I suggest that this matter should be re-assigned to (if known)

EXAMPLE

where a conflict of interest is declared

CASE UPDATE ENTRY FORM

Form Decline - Conflict of Interest
Notes
Dear ISU,

I have declined this matter due to the following circumstances.

Kind Regards,
Charlie Bertilone

Integrity and Standards Unit
Curtin University
C.Bertilone@curtin.edu.au

I have declined this matter due to the following circumstances:

EXAMPLE