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 Bertlone  
Integrity and Standards Unit  
Curtin University  
C.Bertlone@curtin.edu.au  
I suggest that this matter should be re-assigned to (if known):

![Submit Button]

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

I have declined this matter due to the following circumstances:

![Submit Button]

**EXAMPLE**