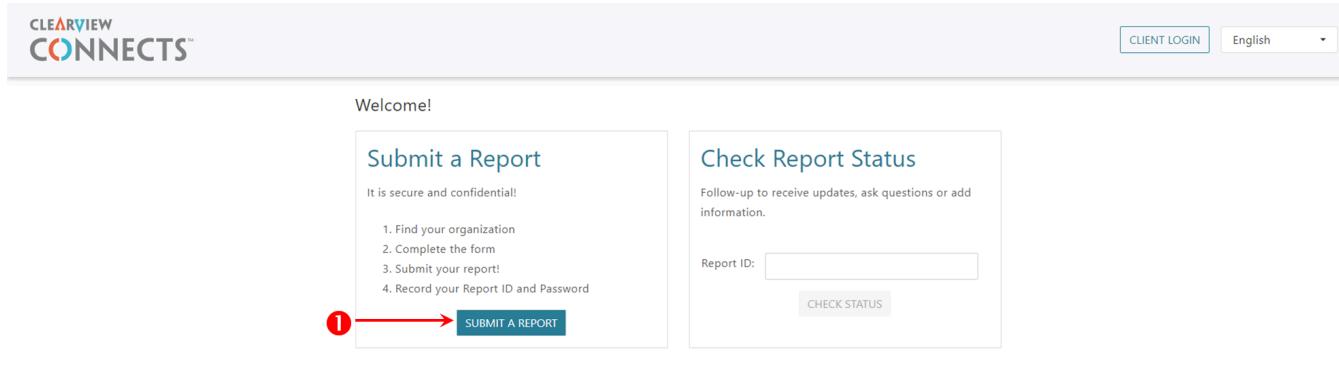


HOW TO SUBMIT A FORM

From the main screen, click on the Submit a Report **1** button.



Welcome!

Submit a Report

It is secure and confidential!

1. Find your organization
2. Complete the form
3. Submit your report!
4. Record your Report ID and Password

1 → **SUBMIT A REPORT**

Check Report Status

Follow-up to receive updates, ask questions or add information.

Report ID:

CHECK STATUS

ClearView Connects™ is a system that lets you share what's on your mind. ClearView Connects™ provides a secure and confidential way for you to ask questions, raise concerns or report unethical behaviour. Your identity will not be revealed to the organization you select unless you include identifying information with your submission.

ClearView will make your submission immediately available to the organization you select. The organization has appointed reviewers who will review your submission.

As part of the submission process, you will be provided with a Report ID and password that will allow you to log in and check the status of your submission. Using your Report ID and password, you will be able to add information to your submission, ask the organization's reviewers questions, and receive updates from them.

Under the Let's Get Started heading, enter **CV905** **2** in the organization name field, then click next.



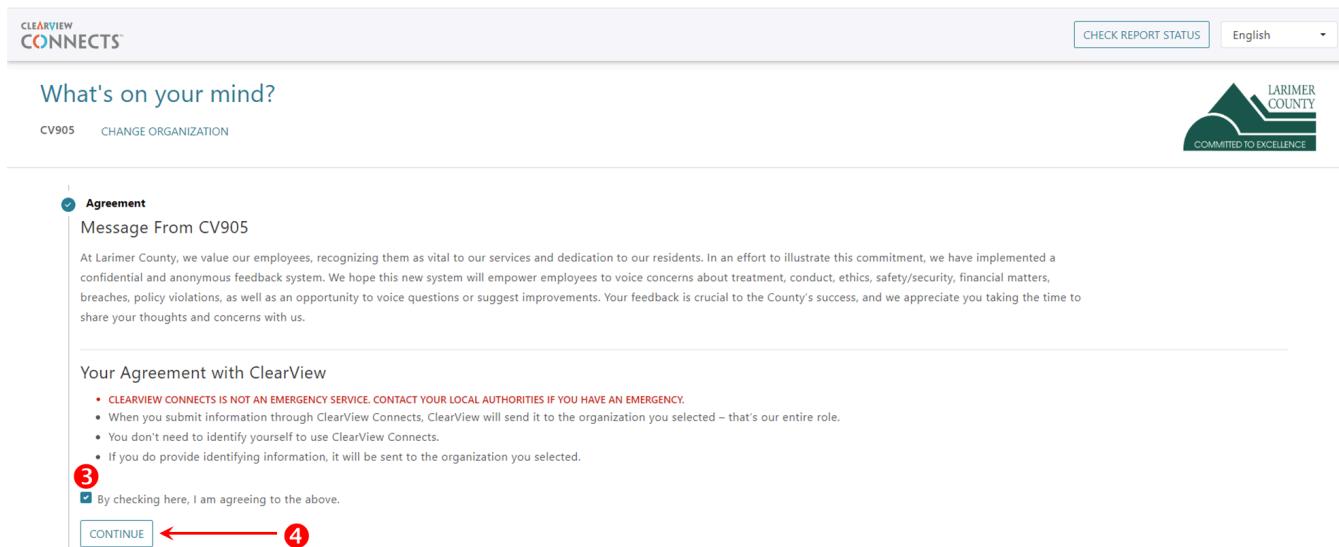
CLEARVIEW CONNECTS™

CHECK REPORT STATUS English

Let's Get Started

2 Type the organization name → **NEXT**

On the next screen, view a quick message from Larimer County, then read the agreement. Check the agreement box **3**, then click the Continue **4** button.



CLEARVIEW CONNECTS™

CHECK REPORT STATUS English

What's on your mind?

CV905 CHANGE ORGANIZATION

LARIMER COUNTY
COMMITTED TO EXCELLENCE

Agreement

Message From CV905

At Larimer County, we value our employees, recognizing them as vital to our services and dedication to our residents. In an effort to illustrate this commitment, we have implemented a confidential and anonymous feedback system. We hope this new system will empower employees to voice concerns about treatment, conduct, ethics, safety/security, financial matters, breaches, policy violations, as well as an opportunity to voice questions or suggest improvements. Your feedback is crucial to the County's success, and we appreciate you taking the time to share your thoughts and concerns with us.

Your Agreement with ClearView

3 **Agreement**

Message From CV905

At Larimer County, we value our employees, recognizing them as vital to our services and dedication to our residents. In an effort to illustrate this commitment, we have implemented a confidential and anonymous feedback system. We hope this new system will empower employees to voice concerns about treatment, conduct, ethics, safety/security, financial matters, breaches, policy violations, as well as an opportunity to voice questions or suggest improvements. Your feedback is crucial to the County's success, and we appreciate you taking the time to share your thoughts and concerns with us.

4 By checking here, I am agreeing to the above.

CONTINUE → **4**

Share your question, concern, or report on the next section **5**; be as detailed and specific as possible. If you have any supporting **6** documentation, add it here. Otherwise, click on the Continue **7** button.

Report
Please enter your report in your own words

* Try to be specific about involved people, departments, locations, dates, times, documents, policies, etc.
After 60 minutes of inactivity, this page will expire and you may lose your work.

5 In the most recent newsletter, I saw two people submit questions about the new FMLA policy. I felt that the answers provided failed to address what I interpreted those questions to actually be asking--why is Larimer County's FMLA policy subpar compared to the state's policy?

Colorado's FMLA act provides a percentage of paid wages up to 12 weeks for covered reasons (similar to FMLA reasons) WITHOUT requiring that person to take any vacation or sick leave. I understand there is a portion that is paid by both the employer and employee in this case. I can only speak for myself, but I would be more than happy to pay that small premium to have this peace of mind knowing if something major were to happen, I'd be covered financially for up to 12 weeks without exhausting every bit of paid time off or having to beg others to give me their time off. I'd also be more than happy to cover for my coworkers in a time of need should they need to take time off for a major event. Why does the county not just opt in to FMLA especially since the county's offered FMLA policy is not equal to that of the state's?

Attach supporting files i

To protect your identity, please ensure that all identifying information, such as metadata (e.g. location), is removed from all files before uploading them.

6 Drag and drop files or click to browse

7

In the Category section, choose one of the listed categories or I'm Not Sure, click Continue **8**.

Category
Please select a category
Select the one category that you feel best matches the main issue in your report.

Integrity of Financial Reporting, Accounting and Operational Data

Financial Reporting and Accounting i
 Manipulation or Falsification of Data i

Unethical Conduct and Conflict of Interest

Unethical Conduct i
 Conflict of Interest i

Violation of Laws, Regulations, Policies and Procedures

Violation of Laws, Regulations, Policies and Procedures i

Fraud and Theft

Fraud i
 Theft i

Data Security and Privacy

Data Security and Privacy i

Harm to People, Environment and Property

Harm to People i
 Workplace Harassment i
 Workplace Health and Safety i
 Harm to the Environment i
 Harm to Property i

What's Up?

What's Up? i

Organizational Issues

Compensation and Benefits i
 Products and Customer Service i
 Management/Supervisor i

Ask HR

Ask HR i

Suggestions for Improvement

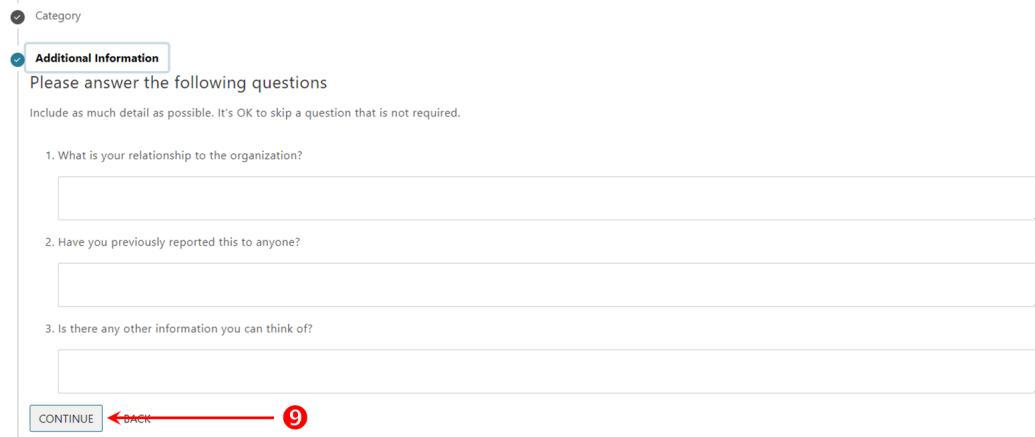
Suggestions for Improvement i

I'm Not Sure

I'm Not Sure i

8

In the Additional Information section, employees have the option to fill in this information or leave it blank before clicking the Continue **9** button.



Category

Additional Information

Please answer the following questions

Include as much detail as possible. It's OK to skip a question that is not required.

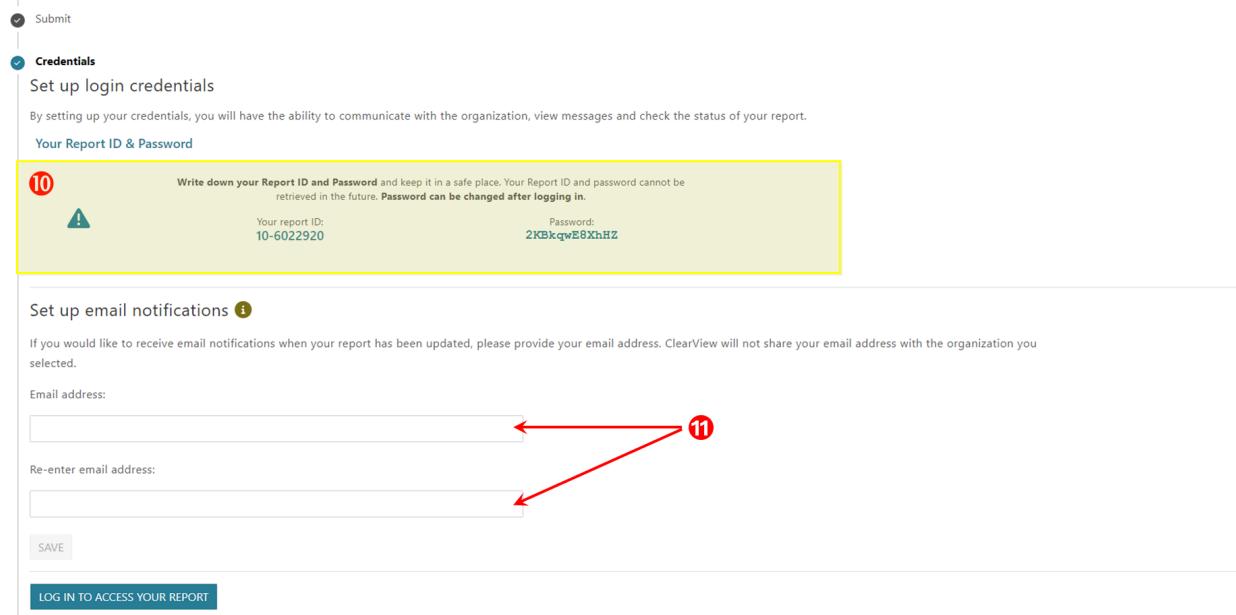
1. What is your relationship to the organization?

2. Have you previously reported this to anyone?

3. Is there any other information you can think of?

CONTINUE **BACK** **9**

If you are interested in following up your submission, copy and paste the highlighted information **10** in a safe place for future reference: Report ID and Password.



Submit

Credentials

Set up login credentials

By setting up your credentials, you will have the ability to communicate with the organization, view messages and check the status of your report.

Your Report ID & Password

10 Write down your Report ID and Password and keep it in a safe place. Your Report ID and password cannot be retrieved in the future. Password can be changed after logging in.

Your report ID:
10-6022920

Password:
2KBkqwE8XhHZ

Set up email notifications **11**

If you would like to receive email notifications when your report has been updated, please provide your email address. ClearView will not share your email address with the organization you selected.

Email address:

Re-enter email address:

SAVE

LOG IN TO ACCESS YOUR REPORT

If you are interested in receiving email updates, enter your email address **11** and hit the Save button.