***NOTICE****: The following has been provided by WBA committee and section volunteers for use by member banks.
It should be reviewed and revised as appropriate to the user-bank’s own policies, procedures, and practices.*

**Reporting Suspicious Activity**

There are many times, due to the nature of where we work, that we may find ourselves looking at some rather suspicious-looking information. The information may not appear to be illegal but it just “doesn’t seem right.” The person connected to the information may not strike you as a person who would do anything wrong. That person may even be another employee whom you enjoy working with. On the other hand, you may see something that you assume must be illegal and you want to do something about it.

The first thing you have to remember is that there is no way for you to know that what you have seen is wrongdoing. That determination can only be made when all of the facts are known. The best thing you can do is to report what you have seen to the Security Department. Once that is done, the information can be checked out as discreetly as possible. There is a lot of information available to us both inside and outside of our organization that will help us find out the facts. Once the facts are known, then the case can be either acted on or put to rest.

If the person connected to the suspicious information works in the Security Department, you may want to report the information to a different senior officer. Having an alternative reporting person is essential to maintaining the integrity of who we are at the Bank. A lot of people have worked very hard here and we sure don’t want to tarnish our reputation in the blink of an eye.