

# Factual Background of Compliance Violation Incident

**Date of Incident:** March 27, 2024

**Location:** Corporate Office, 5th Floor

## Individuals Involved:

- Anna Martinez, Department Manager, Procurement
- James Lee, Compliance Officer
- Melissa Grant, Procurement Analyst

## Summary of the Incident:

On the morning of March 27, 2024, the Compliance Department was alerted to a potential violation within the Procurement Division. The preliminary review of documentation suggested that Ms. Anna Martinez approved a vendor contract that lacked the required dual authorization and conflict of interest disclosures. The contract, valued at \$150,000, was processed and signed without compliance verification, as stipulated by company policy COM-401.

## Chronology of Events:

- **March 25, 2024:** Initial vendor proposal submitted to Procurement by Melissa Grant.
- **March 26, 2024, 10:12 AM:** Ms. Martinez approved and signed the contract.
- **March 26, 2024, 3:20 PM:** Vendor contract logged by Procurement Analyst.
- **March 27, 2024, 8:30 AM:** Compliance Officer James Lee flagged the contract for missing authorization.
- **March 27, 2024, 10:00 AM:** Incident reported to Chief Compliance Officer for further investigation.

## Supporting Documentation:

- Copy of signed contract (without required dual signatures)
- Procurement workflow log
- Email correspondence between involved parties
- Relevant policies and compliance checklists

## Preliminary Findings:

The incident occurred due to failure to follow established internal controls for contract review and approval. This violation potentially exposes the organization to significant compliance risks and underscores the need for reinforcing internal procedures and compliance training.

## Important Notes about Factual Background Documents

- Should present only unbiased, factual information without assumptions or personal opinions.
- Details must be precise, including dates, names, and specific policy references.
- Supporting evidence (e.g., emails, contract) should be referenced and accessible for auditors.
- The structure should be clear to facilitate follow-up investigations or audits.
- Update promptly if new facts emerge during the investigation.