



# ELEMENTS OF AN EFFECTIVE ETHICS PROGRAM

## MANDATORY DISCLOSURES

### WHAT IS THE MANDATORY DISCLOSURE RULE?

FAR 52.203-13 requires companies working on government contracts to “timely disclose, in writing, to the agency Office of the Inspector General (OIG), with a copy to the contracting officer, certain violations of criminal law, violations of the civil False Claims Act.”

### WHY DISCLOSE MISCONDUCT?

✓ Meet requirement outlined in FAR Clause 52.203-13

### OTHER RESOURCES

Office of the Inspector General of the U.S. Department of Defense Contractor Disclosure Program:  
[www.dodhotline.dodig.mil/programs/CD/index.html](http://www.dodhotline.dodig.mil/programs/CD/index.html)



#### DETERMINE NEED TO DISCLOSE

Conduct internal investigation to determine whether there is credible evidence that a law or regulation was violated in the performance of a government contract.



#### START WITH A TEMPLATE

Download sample disclosure, blank form or other guidance from website of Inspector General for agency or department responsible for contract/program in question.



#### PROVIDE INFORMATION

Draft your disclosure, including but not limited to detailed descriptions of the violation, your investigation (from report of investigation), and any corrective actions taken.



#### SUBMIT DISCLOSURE

Follow the relevant Inspector General’s directions for submitting your disclosure. Provide any further requested documentation or explanation in a timely manner.