**Whistle-blowing Employee Reporting Form**

*Sample Form*

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| Please provide the following details for any suspected misconduct or any breach or suspected breach of law or regulation that may adversely impact the business. Please note that you may be called upon to assist in the investigation, if required. | |
| *Contact Information (this section may be left blank if the reporter wishes to remain anonymous)* | |
| Name: |  |
| Job Position: |  |
| Department: |  |
| Contact number: |  |
| E-mail address: |  |
| Suspect’s Information | |
| Name: |  |
| Job Position: |  |
| Department: |  |
| Contact number: |  |
| E-mail address: |  |
| Witness’s Information *(if any)* | |
| Name: |  |
| Job Position: |  |
| Department: |  |
| Contact number: |  |
| E-mail address: |  |
| **COMPLAINT**: Briefly describe the misconduct / improper activity and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary. | |
| 1. What misconduct / improper activity occurred? |  |
| 2. Nature/Type of incident (e.g. accounting/audit irregularities, falsification of company records, fraud, corruption, kickbacks, theft, etc.) |  |
| 3. Who committed the misconduct / improper activity? |  |
| 4. Date of incident (and/or date incident was discovered): |  |
| 5. Over what period of time did the incident occur: |  |
| 6. Where did it happen? |  |
| 7. Are there any other parties involved other than the suspect stated above? |  |
| 8. Is there any evidence that you could provide us? |  |
| 9. Do you have any other details or information which would assist us in the investigation? |  |
| 10. Any other comments? |  |
| Date: | Signature: |

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