

Electronic Whistleblower Submission Template

Subject/Title of Disclosure

Date of Incident (if known)

Location of Incident

Description of the Concern or Incident

Please provide a detailed description including what happened, who was involved, and any supporting evidence.

Individuals Involved (Names, Positions, Departments, if known)

Have you reported this concern before? If so, to whom and when?

Supporting Documents/Evidence (List or Describe)

Your Information (Optional)

Name (Leave blank to remain anonymous)

Email (Optional)

Relationship to Organization

Important Notes:

- This submission may be made anonymously. Providing your identity and contact details is optional but may aid in effective investigation.
- All information shared will be handled confidentially, in accordance with applicable laws and organizational policies.
- Deliberate false reporting can lead to disciplinary or legal action.
- Provide as much specific and factual information as possible for a thorough and timely review.
- This document is for internal reporting of suspected wrongdoings, violations, or unethical behavior.