

Reporting and Whistleblowing Document

Anti-Bribery Policy

This document serves as a standardized form for reporting concerns related to bribery, corruption, or violations of the Anti-Bribery Policy. Any employee or affiliated party may use this format to report actual or suspected breaches, ensuring transparency and compliance within the organization.

1. Reporter Information

Full Name (Optional)

Contact Information (Optional)

Department/Unit

Date of Report

2. Details of Alleged Bribery/Violation

- Date(s) and time(s) of incident:

- Location(s):

- Persons involved:

- Description of incident:

3. Evidence Attached (if any)

- Please list and attach all supporting documents, files, or other evidence:

4. Previous Actions Taken

- Please describe any previous steps taken regarding this issue (e.g., reports made, persons contacted):

5. Desired Outcome or Follow-up

- Specify what action you expect the organization to take:

6. Declaration

I declare that, to the best of my knowledge and belief, all information provided in this report is true and

complete.

Signature: _____ **Date:** _____

Important Notes

- Confidentiality of the reporter and information provided will be maintained to the fullest extent possible.
- Reports can be submitted anonymously; however, providing contact details may assist in follow-up and investigation.
- No retaliation or adverse action will be taken against whistleblowers acting in good faith.
- This form is strictly for matters related to bribery, corruption, or violations of the Anti-Bribery Policy.
- Supporting evidence, where available, will assist the investigation and resolution process.