

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)	<hr/>
Contact Information (Optional)	<hr/>
Department/Unit	<hr/>
Date of Report	<hr/>

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.