

## WHISTLE-BLOWING REPORT FORM

**Guidelines for Whistle-blowing reporting:**

- Type of misconduct or wrongdoings
- Name of person(s) involved
- Time, location or dates of misconduct or wrongdoings occurred
- How the misconduct or wrongdoings were perpetrated
- Other witnesses to the misconduct or wrongdoings
- Documentation or evidence where available
- The reason why they are particularly concerned about the situation

<b>Details of Reporter</b>			
<b>Name of Reporter</b>		<b>Date of Report</b>	
<b>Relationship with Company</b>	Staff / Employee : <input type="checkbox"/> Supplier / Customer : <input type="checkbox"/> Shareholder : <input type="checkbox"/> Other Parties : <input type="checkbox"/> Details : <input style="width: 150px;" type="text"/>		
<b>Contact Number</b>			
<b>Email Contact</b>			
<b>Details of Allegations / Whistleblowing case</b>			
<b>Person(s) Involved in the Allegation</b>		<b>Date of Incident</b>	
<b>Reporter's relationship with Person involved in allegation</b>		<b>Location of Incident</b>	
<b>Details of Incident / Allegations</b>			
<b>How was the incident detected</b>			
<b>Names of other witnesses and contact details</b>			
<b>Any evidence available</b>	<i>Please attach any photos or other supporting documents to the report where available</i>		
<b>Why and how the incident concerns the Reporter</b>			

*Only genuine concerns or suspicions will be considered in relation to the Whistle-blowing Policy*