

WHISTLEBLOWER REPORT FORM

Please provide the following details for any alleged serious misconduct or any breach or suspected breach of law or. Please note that you may be called upon to assist in the investigation, if required.

(*) Denotes mandatory field

REPORTER'S CONTACT INFORMATION	
NAME *	
DESIGNATION (for Employees only) *	
DEPARTMENT (for Employees only) *	
CONTACT NUMBER *	
E-MAIL ADDRESS *	
SUSPECT'S INFORMATION	
NAME *	
DESIGNATION	
DEPARTMENT *	
CONTACT NUMBER	
E-MAIL ADDRESS	
WITNESSES INFORMATION (if any)	
NAME	
DESIGNATION	
DEPARTMENT	
CONTACT NUMBER	
E-MAIL ADDRESS	

Strictly Confidential

COMPLAINT:

Briefly describe the misconduct 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 occurred?*

2. Who committed the misconduct?*

3. When did it happen and when did you notice it?*

4. Where did it happen?*

5. Is there any evidence that you could provide us?

6. Are there any other parties involved other than the suspect stated above?

Strictly Confidential

7. Do you have any other details or information which would assist us in the investigation?

8. Any other comments?

Date:

Signature:

NOTE:

No action, suit, prosecution or other proceeding shall be brought, instituted or maintained in any Court or any tribunal or proceeding against the staff/person who report such violation or non-compliance provided that such act was done or made in good faith.