



# SIEMPELKAMP

## SORTING & FORMING

### ANNEX 1 - REPORTING FORM

*It is recommended that you attach all documentation that you believe may be useful in corroborating the Report; if the Report is made verbally, this documentation may be delivered in analogue form. If the report is not sufficiently detailed, the Whistleblowing Committee may ask the reporter to provide additional information.*

- ☐ I expressly declare that I wish to benefit from *whistleblowing* protections and, consequently, I request that this report, if received by an unauthorised party  
(i) be forwarded, within seven days of receipt, to the competent person; (ii) that I be notified of its forwarding at the same time

#### 1. Details of the person making the report

First name and surname (*not mandatory - reports may be submitted anonymously*)

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Affiliation and position (*optional information*)

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Preferred contact channels (e.g. private email address, telephone number, etc.)

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Does the reporting person have a private interest related to the report? ☐ Yes ☐ No

Specify the nature of the private interest linked to the report

Is the reporting person jointly responsible for the violations reported? ☐ Yes ☐ No

#### 2. Reported offence

Circumstances of time and place in which the event reported occurred

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Area of business operations to which the incident relates

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Parties involved<sup>1</sup>

Internal	External
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Description of the event being reported<sup>2</sup>

Other parties who may report on the events subject to reporting

Internal	External
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Other parties to whom the report was forwarded? Yes ☐ No ☐

Specify which parties and when

Date and place

Sign

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*(Not mandatory - reports may be submitted anonymously)*

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<sup>1</sup> It is sufficient to provide personal details or other information that allows the person to whom the reported facts refer to be identified.<sup>2</sup> You may attach any documents that may provide evidence to support the facts reported.