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| **Whistle-Blower Report Form** |
| **Whistle-blower’s details**The identity of the whistle-blower shall be kept confidential to the extent possible to meet the needs of investigation. |
| Name, Designation, Department/Charity, Contact number and E-mail address |
| Can you be contacted for more information? |
| Alleged Party’s details |
| Name, Designation, Department, Contact number and E-mail address |
| Witness’ details (If any) |
| Name, Designation, Department/Charity, Contact number and E-mail address |
| Concern/ComplaintDescribe the misconduct and how you have come to know about it. |
| 1. What misconduct occurred?
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| 1. Who committed the misconduct?
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| 1. When did it happen and when did you notice it?
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| 1. Where did it happen?
 |
| 1. Have you approached the person? If yes, what did he say?
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| 1. Is there any evidence that you could provide us?
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| 1. Were other people involved? If yes, who are they?
 |
| 1. Do you have any other details or information which would assist us in the investigation?
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| 1. Have you reported the incident internally or through any other channels? If yes, to whom have you made the report?
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| Date: | Signature: |