SECTION A: REPORTER DETAILS & CONFIDENTIALITY ASSURANCE

(**To be completed by the whistle-blower or reporter**)

Field	Response
Date of Report:	
Time of Report:	
Reporter Name (Optional):	
Contact Information (Optional):	☐ Email ☐ Phone ☐ Other
Preferred Method of Follow-up (Optional):	☐ Email ☐ Phone ☐ Anonymous

Confidentiality Assurance:

- All reports are treated confidentially. Whistle-blowers or Reporter may choose to remain anonymous

Whistle-blower / Reporter Protection:

- Any person reporting in good faith will be protected from retaliation, including dismissal, harassment, or discrimination

SECTION B: INCIDENT DETAILS

(To be completed by the whistle-blower or reporter)

1. **Area of Concern (Check all that apply):**

☐ Cash Bribe – direct or indirect payment intended to influence a decision

☐ Kickback / Commission Payment – improper return of money, favors, or advantages in exchange for business or preferential treatment.

☐ Gifts, Entertainment, or Hospitality Breach – improper giving or receiving of gifts or benefits

☐ Falsified Documentation / False Claims – manipulation of invoices, receipts, or reports

☐ Fraud / Embezzlement / Financial Misconduct – misappropriation, theft, or misuse of funds

☐ Conflict of Interest – undeclared personal, financial, or family interests influencing decisions

☐ Retaliation against Whistleblower / Reporter – any reprisal for raising a concern

☐ Abuse of Authority / Misconduct – misuse of position, discrimination, or unethical behavior

☐ Safety or Security Violation – breaches of workplace or operational safety standards

☐ Misuse of Company Assets – personal use of company property, vehicles, or resources

☐ Financial Irregularities – discrepancies or unexplained financial activities

☐ Violation of Anti-Bribery or Compliance Policy – breach of any ABMS or internal procedure

☐ Other (Please specify): _____

2. **Incident Information**

Field	Details
Date of Incident:	
Time of Incident:	
Location:	
Persons Involved (Names & Positions):	
Witnesses (If Any):	

3. Description of Incident

(Describe what happened, how you became aware, and any supporting facts or documents.)

4. Supporting Evidence (Check all that apply)

- ☐ Emails, Letters, or Correspondence
- ☐ Financial Documents or Invoices
- ☐ Contracts or Agreements
- ☐ Witness Statements
- ☐ Photos / Audio / Video Evidence
- ☐ Physical Evidence (e.g., materials, goods)
- ☐ Other: (Please specify) _____