**Annexure 1 - Whistleblowing form**

Please write this form in as much detail as possible. This will help us decide the cause of incident and its level for the appropriate investigation.

|  |
| --- |
| **Reporting Guidelines**  You can send this form by post to:  Communication officer  Company of Innovative Solutions and Networks Research Private Limited (CIS Pvt Ltd)  Office no. 17, 3rd Floor,  Silver City Plaza, G11 Markaz Islamabad  OR  By email to ceo@cispvt.com  **Opening hours**  *Monday to Friday*  09:00 to 13:00  14:00 to 17:00 |

**Data Protection**

We may use the data provided on this form for carrying out the investigation of the activity reported and comply with Pakistani laws.

It is your responsibility to report to us regarding any updates you want to give in this case.

**PART 1 - Involved Parties**

|  |  |  |
| --- | --- | --- |
| **Individual** | Are you CIS Employee? |  |
| Name |  |
| Designation |  |
| Department/Company (if not CIS Employee) |  |
| Contact number and email address |  |
| Suspicious activity and the person’s involvement |  |
|  | Details of anyone who is involved in this activity and how they are involved |  |

|  |  |  |
| --- | --- | --- |
| **Suspects Details** | Suspect’s Name |  |
| Department |  |
| Email |  |
| Contact Number |  |
| Witness(es) Information (if any)  Name(s) |  |
| Witness(es) Contact details  Email and Contact Number |  |

**Please add as many tables as possible to strengthen the case**

**PART 2 – Incident Reporting Details**

|  |
| --- |
| **Details**  *Provide a summary to explain why you are concerned*  *Explain how you got to know about the suspicion. Write the details of the suspicious event and suspect by answering the following questions*   * *Who was the suspect?* * *What was the suspicious act about?* * *Where did it exactly occur and?* * *When did it occur and when did it come to your observation?* * *Why do you think the suspect did it?* * *How the suspect accomplished it?* * *Would you like to remain Anonymous?*   *Please include the evidence to support your claim (refer to subsequent section)* |

**PART 3 – Supporting Documentation**

|  |
| --- |
| **Please enlist all the supporting documents that you are providing like screenshots, bank statements, email copies or any other.** |

**PART 4 – For Whistleblowing Committee use**

**This part is optional; however, it will help the committee to resolve the case more efficiently**

|  |  |
| --- | --- |
| Received by |  |
| Complaint ID |  |
| Date |  |
| Proceeding with the investigation? | Yes/No  If No, provide the reasons below: |
| Investigation findings |  |
| Actions taken |  |
| Signature of the Convener |  |
| Date |  |