**PHILIPPINE IINO CORPORATION**

Dinagyang St., MEZ2-SEZ

 6015 Basak, Lapulapu City, Cebu, Philippines

 Telephone #: (32) 341-5314/340-8610

**WHISTLEBLOWER REPORT FORM**

Please provide the following details for any suspected serious misconduct/improper activity or any breach or suspected breach of law or regulation that may adversely impact the company. All reports will be dealt with in the strictest confidence.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **REPORTER’S INFORMATION** | **SUSPECT’S INFORMATION** | **WITNESS INFORMATION**(Please provide witness/es than can confirm yourallegation, if any) |
| NAME |  |  |  |
| DESIGNATION |  |  |  |
| DEPARTMENT |  |  |  |
| CONTACT # |  |  |  |
| E-MAIL ADDRESS |  |  |  |
| **COMPLAINT:** Please describe the misconduct/improper activity and how you know about it. If there is more than one allegation, number each allegation and use as many pages as necessary |
| Summary of misconduct/improper activity (IA) |
| Who committed the misconduct/IA? |  |
| Location of misconduct/IA |  |
| Date and time of misconduct/IA |  |
| When and How was misconduct/IA discovered? |  |
| Is there any evidence that you can provide?Please state. |  |
| Internal parties involved No/Yes? Who? |  |
| External parties involved No/Yes? Who? |  |
| Is party involve manager or above level? No/Yes Who? |  |
| Any other details or information which would assist in the investigation?  |  |
| Please describe how the company could locate supporting documentation or attach copy of evidence that you already have in yourpossession. Note: You should NOT ATTEMPT TO OBTAIN evidence for whichyou do not have a right to access, as such, whistleblowers are “reporting parties”not investigators |  |
| Any other comments? |  |
| Date: | Signature: |

Upon completion, this report should be sent immediately to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Upon receipt of your report a confirmation letter will be issued to you for your records. If you do not receive a confirmation letter, your report has not been received and must be immediately re-sent.