

Complainant Information (Optional)		
Name	Position	
Phone number	Email address	
Incident Details		
Incident Date	Incident Location	
Incident Description (Please describe in detail the incident related to your complaint or report)		
Related Persons or Involved Parties		





Actions Already Taken (if any)









Violation Category (mark if applicable)	
Bribery	☐ Other (please specify):
☐ Fraud	
☐ Conflict of Interest	
\square Violation of Company Policy	
Desired Response or Action (if any)	
Confidentiality and Anonymity: All reports will be handled confidentially. If you wish, you can remain anonymous, but providing sufficient details may help in better investigating the incident.	
Signature (optional)	Date

¹The company is committed to investigating all complaints within [e.g., 10 working days], in accordance with its complaint management policy. If necessary, the investigation will be conducted with absolute confidentiality and will ensure the protection of the whistleblower.

 2 Complaints can be submitted anonymously, but providing sufficient information will aid in a faster and more accurate investigation.

³The company's external collaborators can also submit complaints according to the same process. Complaints submitted by collaborators will be handled with the same seriousness and confidentiality.

⁴All information included in the complaint will be managed in accordance with the company's personal data protection policy and the GDPR regulations.











