

Hotline Report Form

Version Number: 1.1

PURPOSE: The Hotline Management Team receives and tracks complaints about inappropriate conduct or behaviour, such as demanding or accepting bribes, questionable accounting or fraudulent financial transactions, fraud, misuse of funds or company assets, abuse of powers, theft, sexual harassment, breach of company policies & laws by RISO employees.

OBJECTIVE: The objective of the Hotline Management Program is the establishment of a vigil mechanism for all employees, business partners and any other related parties to report improper conduct or behaviour, genuine concerns or grievances without fear of punishment or unfair treatment, and, when appropriate, investigate and attempt to resolve reported complaints.

INSTRUCTIONS:

Please complete this form and send it along with related evidence / back-up through the following Hotline channel:

Hotline Channels	Details
Email 	E-mail a completed Hotline Report form to: sos@riso.eu

Disclosure – Select One

- ☐ Consent to Disclosure - I consent to the disclosure of my identity in order to further investigate this complaint and support the resolution of the issue reported.
- ☐ Non-Consent to Disclosure - I do not consent to disclosure of my identity to anyone outside the Hotline Team, but I understand that non-disclosure of my identity may hinder the investigation and difficult the resolution of the issue.
- ☐ Anonymous - Identity not disclosed. I understand that anonymous reporting may hinder the Hotline Team's ability to investigate and appropriately address the complaint.

Your Contact Information (do not complete if filling anonymously)

First Name: _____

Last Name: _____

RISO Subsidiary and Branch: _____

Email Address: _____

Contact Telephone / Mobile: _____

Best Contact Time:

☐ Morning

☐ Afternoon

Use this section to provide details of your allegation(s). Please clearly state the subject of your complaint and provide names, dates, times, and locations in the applicable fields. Also state how you became aware of the problem.

What is your complaint about? – Select One

☐ Fraud / Theft / Misuse of Company Assets related

☐ Sexual Harassment / Abuse of Authority related / Discrimination related

☐ Accounting or financial reporting violations related

☐ Leakage of critical data/ information related

☐ Any other inappropriate conduct related issue:

Person(s) - who committed the alleged wrong doing? What department or office is involved? _____

Person's Status – Select One

☐ Active / Former Company Employee

☐ Contract / Temporary Employee

☐ Vendor / Supplier / Contractor / Third Party / Bidder / Franchisee / Dealer / Customer

Person's First Name: _____

Person's Last Name: _____

Person's Department: _____

Allegation / Improper Conduct Details - Provide a summary of your complaint, to include event chronology if appropriate as well as evidence or back up of the allegation/improper conduct. Number the allegations.

1. What did the subject do or fail to do that was wrong? _____

2. When did the incident occur? _____

3. When were you made aware of the problem? _____

4. Where did the incident take place? _____

5. What rule, regulation, or law do you believe to have been violated? _____

6. Please attach evidence to back up the allegations and provide details / explanations of such evidences: _____

Have you reported this matter to any other person/organization?

☐ Yes

☐ No

If Yes, Which Person / Organization? _____

To whomsoever it may concern

(Check ☐ if you agree. Do not complete if filling anonymously, but enter the date)

☐ I certify that all the statements made in this complaint are true, complete, and correct, to the best of my knowledge.

Signature

Name

Date