**IMPART LTD.**

**WHISTLEBLOWING POLICY**

**REPORTING FORM**

|  | **Describe the misconduct with details of what, who, when & where etc.**  |
| --- | --- |
| **1.** |  **What misconduct occurred?**  |
| **2.** | **Who committed the misconduct?**  |
| **3.** | **When did it happen?**  |
| **4.** | **Where did it happen?**  |
| **5.** | **Did you approach the person? If yes, what did he say?**  |
| **6.** | **Is there any evidence that you could provide?** |
| **7.** | **Is anyone else involved? If yes, who?**  |
| **8.** | **Do you have any other details or information to assist us in the assessment?**  |
| **9.** | **Have you reported the misconduct internally or through any other channels? If yes, to whom have you made the report?** |

**Important: For this report to be attended to, particulars of a Reporting Person must be provided below. Email the completed form to secretariat@impart.sg or shermaine@impart.sg, Member of Audit & Risk Committee.**

Name:
Contact no.:
Address:
Date:
Email:
Department\*:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*for employees only*