

APPENDIX D: WHISTLEBLOWER CHECKLIST
(Prior to contacting Corporate Compliance and Integrity Department)

1. Personal information

a) Your name:

b) Your preferred phone number:

c) Your preferred e-mail address:

d) Best time for communication with you:

e) Best way of communication with you: Phone E-mail Physical

2. Report of wrongdoing in accordance with paragraph B5.1

a) What is the wrongdoing or concern you want to report?

b) Do you have a serious suspicion or are you sure? Serious suspicion I am sure

When did it occur?

Where did it occur?

Who are, in your opinion, the persons involved?

What is, in your opinion, the potential damage (financially or otherwise) to the company or other interested parties?

g) Do you think it will happen again? No Yes, when:

3. Personal action

How did you become aware of the situation?

Do you know of any other person(s) who are aware of the situation, not being personally involved? No Yes:

c) Do you have any physical evidence, which can be handed over? No Yes: