

Whistleblower Report Form

SIA "CEWOOD"

Whistleblowing Centre

"Galdusalas-1", Jaunlaicenes pagasts,
Alūksnes novads

trauksmescelejs@cewood.com

Submitted by:

Given name,

surname: _____

Address: _____

E-mail: _____

Tel.: _____

1. Description of violation / situation

Please give a clear and detailed information, stating the following:

- The company or institution, as well as the unit (department, division, sector) where the violation is observed;
- Information about natural persons or legal entities, with regard to which there are grounds to believe that they are involved in this violation;
- How did you learn about the violation;
- The nature of violation, stating specific facts.

2. Risk to the public

Please check the most relevant area(-s) where the violation you have observed poses a risk or could pose a risk to the public interest.

- omissions, negligence or abuse of official position by officials;
- corruption;
- fraud;
- embezzlement of public funds or property;
- tax evasion;
- public health risk;
- food safety risk;
- construction safety risk;
- environmental safety risk;
- labour safety risk;
- public order risk;
- human rights violation(-s);
- public procurement violation(-s);
- violation(-s) in financial and capital market sector;
- violation(-s) of competition laws;
- other; please specify _____

Please explain why you consider that the violation poses a risk or is likely to pose a risk to the public interest.

3. Your relationship with the company or establishment

Please state the nature of your professional relationship with the company or establishment where the violation occurred.

- I am an employee
- I have a company contract;
- I am a volunteer
- I am a business partner (e.g., service provider, supplier of goods, etc.)
- I am entering into an employment relationship or an equivalent relationship (e.g., internship)
- Other relationship _____

Remarks (please be as specific as possible):

4. Prior reporting

Please state whether you have reported the matter before, and specifically to whom and when, and indicate the outcome after reporting.

5. Additional remarks / requests

Please state whether you have any additional remarks or requests to enable us to better protect you or investigate the case, e.g., to refer to documents that are not at your disposal but are the disposal of another person/employee.

6. Annexes

Please provide a list of documents annexed to this report. Attach photographs, documents, email correspondence, replies if you have reported in the past, and other proof, if available, to support the information you have provided. If you do not have access to the documents but know where they can be found and where they can be reviewed, please indicate this under Para 5.

- 1.
- 2.
- 3.
- 4.

SIA “CEWOOD” maintains high standards of confidentiality in its operations, and the information you provide on this whistleblower report form will be used only to the extent necessary to address the specific case. Your submission is anonymised promptly upon receipt, and the code assigned to your submission is used to continue handling it without using your personal data.

By submitting this whistleblower report form, I:

- agree to the processing of my personal data (registering the message, verifying the information provided and getting in touch with me again);
- confirm that I believe the information included in the report to be true;
- am aware that I may be held liable for deliberately providing false information in accordance with laws and regulations.

Date: _____

Submitted by: _____ / _____ /
Signature Given name, surname