**Integrity Reporting Form**

***(Audit Parties)***

 Effective: 11st August 2017 ETP-F-27 V01 (E)

INSTRUCTION OF THIS FORM

1. Please complete this form within 24 hour upon audit completion, and email to integrity@ethicaltoyprogram.org.
2. This form must be confirmed and signed by the Technical Manager.
3. All fields in this form should be completed with detailed information.
4. To be filled in the language of English or Chinese.

 (*This form will be treated in strict confidentiality)*

PLEASE COMPLETE THE FOLLOWINGS

|  |  |
| --- | --- |
| 1. **Factory Name:**
 |       |
| 1. **Factory ID:**
 | C       |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Audit Start Date:**
 | Click here to choose. | 1. **Audit End Date:**
 | Click here to choose. |
| 1. **Audit Type:**
 |  |
| 1. **Name of Audit Party:**
 |       |
| 1. **Name of** Auditors **(State all):**

      |
| 1. **Did the factory sign the Integrity Declaration Form of ICTI Ethical Toy Program at the opening meeting?**

             |

|  |
| --- |
| If yes, please attach the signed Integrity Declaration Form. |
| 1. **Who presented the improper offer/gift(s)? (MULTIPLE CHOICE)**

**[ ]  Factory Personnel(s) Name and position of the factory personnel(s) (State all):**      [ ]  **Third Party(ies) Name of the person(s); (if applicable) Position of the person(s):**        |
| 1. **Please indicate how many times the improper offer/gift(s) was/were requested; and the exact time the improper offer/gift(s) was/were requested:**

      |
| 1. **Please provide the location(s) of the incident(s). (e.g. meeting room, warehouse, workshop etc.)**

      |
| 1. **Please state in what form the improper offer/gift(s) was/were presented. (e.g. cash, extravagant meal or entertainment, etc.)**

      |
| 1. **Please state how the improper offer/gift(s) was/were presented. (e.g. verbally, gesture implication, etc.)**

      |
| 1. **List and name all persons presented at the incident when the improper offer/gift(s) was/were requested (factory representatives and auditors included).**

      |
| 1. **What response or action (e.g. clarify, refuse, return, etc.) did you and/or teammate(s) take when the improper request was made?**

      |
| 1. **Did the remaining audit process continue normally after the incident had happened?**

      |
| 1. **Please describe the details of the incident:**

*Triggering Point**Process of the Bribery Incident**Auditor’s Reaction & How the Incident has Ended* |
| 1. **(If applicable) Please provide additional information or evidence if you consider it helpful for ICTI Ethical Toy Program to assess the issue (Photos with captions) :**

      |
| **Before you submit this form, please check once again whether all evidence or information in support of this report is included.** |
| **I confirm that the information I provided above is, to the best of my knowledge, true and correct.** **[ ]  Please tick.**  |

|  |
| --- |
| **Signature: Signature:****Title: Auditor Title: Technical Manager****Date:** Click here to choose. |