**Integrity Report Form 反贿赂举报表格**

***(Factories) 适用于工厂***

Effective: 11st August 2017/2017年8月11日生效 ETP-F-25 V01 (C&E)

INSTRUCTION OF THIS FORM 填写指引

1. Please complete this form and email to integrity@ethicaltoyprogram.org.

请完成表格，并电邮至integrity@ethicaltoyprogram.org。

1. All fields in this form should be completed with detailed information. Please understand that without sufficient information, ICTI Ethical Toy Program may not be able to make a proper assessment.

请完成表格的所有内容。若资料不足，我们将难以跟进或调查事件。

1. To be filled in the language of English or Chinese.

请使用中文或英文填写此表格。

1. This form must be confirmed and signed by two senior factory managements (General Manager, Director or above). A copy of business card of the factory management must be attached.

本表格必须由两名工厂高级管理人员(总经理、董事或以上)确认及签署，并且附上名片复印件。

(*This form will be treated in strict confidentiality/*  此表格将被严格保密*)*

PLEASE COMPLETE THE FOLLOWINGS请提供以下资料

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| 1. **Factory Name:**   工厂名称： |  |
| 1. **Factory ID:**   工厂编号： | C |

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| 1. **Audit Start Date:**   **审核开始日期：** | **Click here to choose. 请点击选择。** | 1. **Audit End Date:**   **审核完成日期：** | **Click here to choose. 请点击选择。** |
| 1. **Audit Type on audit day:**   **当日的审核类型：** |  | | |
| 1. **Name of Audit Party:**   **审核方：** |  | | |
| 1. **Name of Auditors on that audit day (State all):**   **当日在场的审核员姓名(所有)：** | | | |
| 1. **Name of Factory Representative(s) who accompanied auditors on the audit day (State all):**   **当日在场陪同审核员的工厂代表姓名(所有)：** | | | |

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| 1. Who requested for the improper offer/gift(s)?   当日谁曾经向你索取不当利益/礼物？  Auditor(s) Name and position of the auditor(s):  审核员 该审核员的姓名及职位：    Third Party(ies) Name and position of the person(s) (OPTIONAL):  第三方 该名人士的姓名及职位 (如有)：    Staff(s) from ICTI Ethical Toy Program Name of the person(s) (OPTIONAL):  ICTI玩具业责任规范职员的姓名 (如有)： |
| 1. How many time(s) the improper offer/gift(s) was/were requested; and the exact time the improper offer/gift(s) was/were requested:   日期及时间 — 请列出对方向你索取该不当利益/礼物之次数，及每次索取的确实日期及时间。 |
| 1. Please provide the location(s) of the incident(s). (e.g. meeting room, warehouse, workshop etc.)   地点 —请说明对方向你索取不当利益/礼物之地点。(例如：会议室、仓库、车间等。) |
| 1. In what form was/were the improper offer/gift(s) presented? (e.g. cash, extravagant meal or entertainment, etc.)   请说明对方向你索取不当利益/礼物的种类。(例如：现金、豪华餐宴或款待等。) |
| 1. How was/were the improper offer/gifts(s) been requested? (e.g. verbally, gesture implication, etc.)   索取方式 — 请说明对方向你索取不当利益/礼物的方式。(例如：口述、肢体暗示等。) |
| 1. List and name all persons presented when the improper offer/gift(s) was/were requested (Factory representatives and auditors included).   在场人士 — 请列出对方向你索取不当利益/礼物时，在场的所有人士 (包括工厂代表及审核员)。 |
| 1. What response or action (e.g. clarify, refuse, etc.) did you take?   请列出对方向你索取该不当利益/礼物时，你作出的回应或行动 (例如：重申立场、拒绝等)？ |
| 1. Did the remaining audit process continue normally after the incident had happened?   当上述的事情发生后，审核员是否有继续依照正常程序完成审核？    是    否 请叙述： |
| 1. Please describe the happening details of the incident:   请详细叙述事件之发生过程： |
| 1. (OPTIONAL) Please provide any additional information or evidence if you consider helpful for ICTI Ethical Toy Program to access the issue (Photos with captions) :   (如有) 请提供其它你认为有助ICTI玩具业责任规范跟进的资料或证据 (相片及说明文字) ： |

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| 1. (OPTIONAL) Do you wish to schedule a meeting appointment\* with the Integrity & Sustainability Team of ICTI Ethical Toy Program regarding the incident?   (选填) 你是否希望与ICTI玩具业责任规范廉政监控及可持续发展部门就此事件约见会谈\*？    是 否  \*According to the company policy, the meeting appointment must be made and held at the ICTI Ethical Toy Program’s head office in Hong Kong. If you cannot arrange the visit in person, you may also meet with the Integrity & Sustainability Team via video conference.  \*根据机构政策，此会谈将于ICTI玩具业责任规范位於香港的总部进行。如你未能亲临，你可选择以视像会议方式进行会谈。  (OPTIONAL) I would like to meet with the Integrity & Sustainability Team via video conference.  (选填) 本人欲以视像会议方式进行会谈。  Please indicate the date (within 3-5 working days upon receiving this form) and time you wish for the appointment.  请注明你希望预约的日期 (收到此表格起3-5个工作天内)和时间。  Date日期：Click here to enter a date. **请点击选择。**  Time时间：  上午 下午  You will receive a further email confirming the meeting arrangement.  我们会发出有关此会谈的确认电邮。 |

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| 1. Before you submit this form, please check whether the following documents are provided:   提交本表格前，请检查你有否提供以下资料：  Evidence in support of this report:  支持本投诉的证据：    是 否  *(You should produce sufficient information and evidence in support of your complaint e.g. recordings of telephone conversation, documentary proof. Otherwise, ICTI Ethical Toy Program may not be able to pursue your report.)*  *(你应该提供足够资料及证据以支持你的投诉，例如电话录音、证明文件等。若资料不足，我们将难以跟进或调查事件。)* |
| I confirm that the information I have provided is, to the best of my knowledge, true and correct.  Please tick.  据本人所知及确信，本表格内所填报的资料，均属实无误。 请在方格内填上「✓」号。 |
| Signature 1: Business Card 1:  签名1： 名片 1：    Signature 2: Business Card 2:  签名2： 名片 2：      Date:  日期：Click here to enter a date. 请点击选择。  Factory Chop:  工厂盖章： |