**Whistleblower Report Form**

**举报表格**

 Effective: 11st August 2017/2017年8月11日生效 ETP-F-26 V01 (C&E)

INSTRUCTION OF THIS FORM 填写指引

1. Please provide as much detail as possible.

请尽量详细提供资料。

1. Please complete this form and send it to integrity@ethicaltoyprogram.org. If you intend to send by post, please print it and attach additional pages if you need more room to complete the form.

Hong Kong head office: Room 518, Star House, 3 Salisbury Road, Tsim Sha Tsui, Hong Kong

请完成表格，并电邮至integrity@ethicaltoyprogram.org。如你欲透过邮递提交，请打印本表格。如以下空位不敷应用，可另纸填写。

香港总部地址：香港九龙尖沙咀梳士巴利道3号星光行5楼518室

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

请使用中文或英文填写本表格。

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

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| 1. Location – Please provide details with respect to the location of the incident. (e.g. region, specific location, or department).

地点 — 请提供事件发生地点。 (例如：区域、特定地点或部门)      |
| 1. Please describe the incident as detailed as possible. It should include sufficient information for an independent person to understand the concern and to enable further investigation.

请详述事件的发生经过。这些资料需要足够详细地使对本事件不了解的人能充份明白，并予以跟进。      |
| 1. Would you be willing to provide your name and contact information? (OPTIONAL)

你是否愿意提供你的姓名及联系方式？(选填)*ICTI Ethical Toy Program does not encourage anonymous reporting since it will be difficult for the Company to follow up and obtain further information for making a proper assessment.**ICTI玩具业责任规范并不鼓励匿名举报，匿名举报将令本公司难以跟进及获取更多数据以作出正确的评估。*是 请提供你的姓名及联系方式。      否 |
| 1. Would you like to arrange a confidential meeting/telephone call with the Integrity & Sustainability Manager of ICTI Ethical Toy Program to discuss this matter? (Please note that this option is only open to individuals who chose to provide their name and contact information.)

你是否愿意与ICTI玩具业责任规范廉政监控及可持续发展部门经理就本事件进行保密会面/电话会议？(请注意，此选项只适用于提供姓名及联系方式的人士。)是  否 |
| 1. Attachments (You may upload files in order to support the case).

附件 (你可以附上与本事件相关的文件) 。     |
| DECLARATION BY THE WHISTLEBLOWER举报者声明 \*I declare that the information was reported in good faith, without malice or consideration of personal benefit, and all information given in this report form is correct, complete and true to the best of my knowledge and belief. [ ]  Please tick. \*本人声明，本举报出于真诚，而非出于恶意或私利，及就本人所知所信，本申请表内所塡报的各项资料均属正确、完整和真实。 请在方格内填上「✓」号。 |