

Reporting Form of Grievance Mechanism for the Code of Sustainable Procurement¹

yyyy/mm/dd

To: AINAGOC

(1) Name, address and contact information (telephone number and e-mail address) of the whistleblower²	
a Name	〇〇 〇〇
b Address	〒XXX-XXXX XXX, XXX, Nagoya City, Aichi Prefecture
c Telephone number	052 - (XXX) -XXXX
d e-mail address	XXXX@XXXX. or. jp
e Do you wish to remain anonymous in the process of processing?	(Circle one of them) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>In order to proceed with the processing procedures at the Grievance Mechanism, the report must be made in the whistleblower's real name, and the whistleblower's contact information must be clearly indicated. However, if the whistleblower wishes, he or she may be made anonymous to the reported party, etc., and may also be made anonymous in the process of processing.</p>	
(2) Information about the reported party³	
a Company name	XXXX Company
b Address and contact information (Telephone number, e-mail address)	〒XXX-XXXX XXX, XXX, Nagoya City, Aichi Prefecture 052 - (XXX) -XXXX XXXX@XXXX. or. jp
c Relationship between the whistleblower and the reported party	Employers and their employees
<p>Please list the entity or person that you believe is causing the non-compliance (or facts that could give rise to such suspicion) with the Procurement Code.</p>	
(3) Information sufficient to identify the goods to be procured by AINAGOC⁴	
a Name of the contract, type/name of procured goods, name of manufacturer/seller or characteristics that identify the procured goods if the name alone is difficult to identify	<p>Please describe the following information in as much detail as you know, so that we can identify which contract, manufacture of goods (or provision of services), etc., is causing the matter you are trying to report.</p> <ul style="list-style-type: none"> • The type and name of the goods (including Licensed merchandise), the name of the manufacturer or seller • Characteristics of the goods (color, design, material, etc.) • Information such as the time of manufacture or delivery, lot number, place of manufacture, quantity manufactured and delivery destination (ordering party) • In the case of services, information such as the type and name of the service, the name of the provider, the time and place of provision, and the recipient (person placing the order) <p>(We would appreciate it if you could also include the reason why you considered the goods or services procured by AINAGOC to be related to the goods, services, or Licensed merchandise.)</p>
b Time of manufacture or delivery, Lot number, etc.	

¹ If the required information is not accurately stated, the details will be verified with the whistleblower.

² The report must be made under your real name and must include your contact information. However, the whistleblower's information will not be released to outside parties, except as required by law. If you wish to remain anonymous in the process of processing, you may indicate so.

³ The term "Reported party" refers to the person who is believed to have caused the non-compliance with the Procurement Code (or the fact that could give rise to such suspicion) in the report in question.

⁴ Please describe in as much detail as possible

(4) Specific details of any negative impacts that have occurred or are considered to have a reasonable probability of occurring in the future

Please describe in detail the damage (negative impact) that is currently occurring to the whistleblower. Even if it is not occurring now but is considered to have a high probability of occurring in the future, it is acceptable.

If the whistleblower is not the party to be harmed, please describe in detail who (what) is being harmed or has a high probability of being harmed in the future. (e.g., "Illegal wastewater from a factory is causing water quality deterioration in an adjacent river.") In either case, please provide any objective information that indicates the occurrence of damage.

(5) The specific facts⁵ of the non-compliance as considered by the whistleblower and the provisions of the Procurement Code that are the subject of such non-compliance

Please describe in as much detail as possible so that we can understand under what circumstances the non-compliance with the Procurement Code occurred (e.g., when, where, in what work/process, by whom, what action was taken, etc.). We also ask that you provide us with as many records and documents as possible to support the statements.

(6) Causal relationship between non-compliance with Procurement Code and negative impacts

Please provide an explanation of the relevance of the content of (4) to the content of (5) above.

(7) The resolution expected by the whistleblower

Please describe what improvements or other actions you would like the reported party to implement in order to recover from the damage (negative impact) described in (4) above.

(8) The fact of dialogue with the reported party⁶

Refer to footnote 6 and describe the facts of the dialogue with the reported party.

(9) Whether or not the case is pending in other dispute resolution procedures, or whether the case is being handled by this Grievance Mechanism (if so, the specific details)

If the case you are reporting in this Grievance Mechanism is progressing through other mechanisms, such as court proceedings or in-house counseling services, please describe the status of the case.

⁵ This includes information that can identify that the non-compliance occurred in the process of manufacture, distribution, etc. of the procured goods, etc., as described in (3) above.

⁶ In order to encourage efforts toward voluntary dispute resolution between the parties, the whistleblower is required to make efforts toward dialogue with the reported party before making a report. For this reason, please describe in as much detail as possible regarding the facts of the whistleblower's conduct for discussions with the reported party, including the date, time, the other party, and the contents of the response. However, if there are unavoidable circumstances that prevent the whistleblower from making efforts to communicate with the reported party, please describe those circumstances.