**Reporting Form of Grievance Mechanism for the Code of Sustainable Procurement[[1]](#footnote-2)**

 yyyy/mm/dd

To: AINAGOC

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| **(1) Name, address and contact information (telephone number and e-mail address) of the whistleblower[[2]](#footnote-3)** |
| a Name |  |
| b Address |  |
| c Telephone number |  |
| d e-mail address |  |
| e Do you wish to remain anonymous in the process of processing? | (Circle one of them)Yes ・ No |
| **(2) Information about the reported party[[3]](#footnote-4)** |
| a Company name |  |
| b Address and contact information(Telephone number, e-mail address) |  |
| c　Relationship between the whistleblower and the reported party |  |
| **(3) Information sufficient to identify the goods to be procured by AINAGOC[[4]](#footnote-5)** |
| 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 |  |
| b Time of manufacture or delivery, lot number, etc. |  |

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| **(4) Specific details of any negative impacts that have occurred or are considered to have a reasonable probability of occurring in the future** |
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| **(5) The specific facts[[5]](#footnote-6) of the non-compliance as considered by the whistleblower and the provisions of the Procurement Code that are the subject of such non-compliance** |
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| **(6) Causal relationship between non-compliance with Procurement Code and negative impacts** |
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| **(7) The resolution expected by the whistleblower** |
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| **(8) The fact of dialogue with the reported party[[6]](#footnote-7)** |
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| **(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)** |
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1. If the required information is not accurately stated, the details will be verified with the whistleblower. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
3. The term the "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. [↑](#footnote-ref-4)
4. ４ Please describe in as much detail as possible [↑](#footnote-ref-5)
5. 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. [↑](#footnote-ref-6)
6. 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. [↑](#footnote-ref-7)