## Whistleblower report form

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| **Addressee** |
| Choose the organization to which you are sending this report (SJSC Latvijas Dzelzceļš, LDZ Cargo Ltd., LDZ Rolling Stock Service Ltd., LDZ Logistika Ltd., LDZ Infrastrūra Ltd., LDZ Security Ltd.)  |
| Indicate the addressee chosen:  |

|  |
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| **1.  Description of violation** |
| Provide information in your possession **regarding the possible violation**. Mention specific facts or circumstances that prove this (e.g., date, place where the alleged violation was observed), natural or legal persons involved, positions of the persons involved. Indicate whether you have any evidence (such as documents, photographs, email correspondence). |
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| **2. How the information was obtained (relation to work)**  |
| **Your affiliation with the organization where the possible violation was observed** (tick the appropriate): [ ]  I work at the organization I am reporting about (I have a contractual relationship / I hold a position / I serve at the organization)[ ]  I perform work duties at the organization I am reporting about, but I am not in a contractual relationship with it (e.g., I provide services but have a contract with another organization)[ ]  I provide services to the organization I am reporting about[ ]  I observed the possible violation while establishing legal relations with the organizationOther affiliation (state your affiliation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **3. Indicate what damage the violation you are reporting has caused or may cause to the company’s interests1 (what interests) and to which representatives of the company** |
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| **4. Have you reported the violation before?** |
| (indicate the relevant, provide the required comments)[ ] No, this is the first time[ ]  Yes, I submitted the report at my workplace through the internal whistleblowing system [ ]  Yes, I submitted the report to another institution (indicate, which institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) [ ]  Yes, I submitted reports at my workplace as well as to another institution Other information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments |
| **5. Attachments** |
| Indicate documents you have attached to the report that, in your opinion, prove the possible violation. If you have stated that you have previously reported the violation, please attach the reply, if you have received any. |
| 1.2.3. .. |
| **6. Information about the whistleblower** |
| Name, surname, personal number |
| Contact information (address, email, telephone, e-address or other information about where you can be contacted, including where the reply should be sent) |
| **7.Additional information (**for example, provide data identifying the whistleblower’s relatives to which protection stated in the law applies) |
| **8. Submission date** |

By submitting the whistleblower report, I hereby:

|  |  |
| --- | --- |
| Consent to the processing of my personal data (for report registration, verification of information contained in the report, and repeated communication with me) |  |
| Confirm that I believe information provided in the report to be true |  |
| Confirm that I am aware that I may be held liable under the laws and regulations of Latvia for knowingly making a false statement |  |

**If my report is not recognized as a whistleblower report:**

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| 1) **I agree** that my report will **henceforth be considered a natural person’s report** (which means that the report will be considered as per usual practice and I do not require the protection guarantees provided in the law) | [ ]  |
| 2) **I do not agree** that my report will henceforth be considered a natural person’s report  | [ ]  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

***This section is filled out by the Fraud Prevention Division of the Security Directorate***

 Date of registration of the report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about further communication:**

- You will receive a reply about the decision to consider your report a whistleblower report within three days after the decision is taken (using the contact details in section 6 of your report)

- You can be contacted for further information if that is necessary for review of the whistleblower report

- If your report is considered a whistleblower report, you will be informed about review of the case within two months since the day your report is recognized as a whistleblower report