**Ethics Violation Report Form**

**Section 1: General Information**

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| **Report Number:** | EVR-2025-014 | **Date of Report:** | 10-Oct-2025 |
| **Reported By (Name):** | Sarah Johnson | **Employee ID / Department:** | EMP-203 / Finance |
| **Contact Information:** | sarah.j@company.com / Ext. 112 | **Relationship to Involved Party:** | Colleague |

**Section 2: Individual(s) Involved**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Person(s) Accused:** | John Smith | **Department:** | Procurement |
| **Position/Title:** | Senior Buyer | **Supervisor/Manager:** | Linda Rogers |

**Section 3: Description of Violation**

|  |  |
| --- | --- |
| **Field** | **Details / Sample Entry** |
| **Type of Violation (check all that apply):** | ☐ Conflict of Interest ☐ Fraud/Theft ☑ Bribery ☐ Discrimination ☐ Misuse of Resources ☐ Other: \_\_\_\_\_\_\_\_\_\_ |
| **Date(s) and Time(s) of Incident:** | 05–07 Oct 2025 |
| **Location of Incident:** | Vendor Meeting Room, HQ |
| **Description of the Violation:** | During vendor selection, John Smith allegedly accepted gifts from a supplier in exchange for favorable contract terms. Evidence includes emails and purchase records. |

**Section 4: Evidence / Supporting Documentation**

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| --- | --- |
| **Field** | **Details / Sample Entry** |
| **Documents Attached:** | ☑ Emails ☑ Invoices ☑ Meeting Notes ☐ Photos ☐ Video Evidence |
| **Witnesses (if any):** | Mark Allen (IT Dept.), Julia Perez (Finance Dept.) |

**Section 5: Action Requested / Reporter’s Expectation**

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| --- | --- |
| **Field** | **Details / Sample Entry** |
| **Suggested Action:** | Internal investigation and audit of procurement records. |
| **Reporter’s Desired Outcome:** | Ensure ethical procurement process and disciplinary action if violation is confirmed. |

**Section 6: Reviewer / Investigator Details**

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| --- | --- |
| **Field** | **Details / Sample Entry** |
| **Reviewed By:** | Ethics Committee / HR Department |
| **Date of Review:** | 12-Oct-2025 |
| **Investigation Findings:** | Pending |
| **Action Taken:** | To be determined |
| **Follow-Up Date:** | 25-Oct-2025 |

**Section 7: Acknowledgment**

|  |  |
| --- | --- |
| **Field** | **Details / Sample Entry** |
| **Reporter’s Signature:** |  |
| **Date:** |  |
| **Supervisor / HR Signature:** |  |
| **Date:** |  |