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# Professional whistle-blowing report form CUBA

Strictly internal

Please complete this form and send it accompanied with any relevant documentation, to the following e-mail address:

For Cuba: [complaints@cuba.hi.org](mailto:complaints@cuba.hi.org)

Your report will be handled by a case management cell, under the authority of the top executive management, in the strictest confidentiality. All information provided for handling your complaint will be dealt with confidentially and in accordance with legal obligations (GRPD) and HI global data protection policy (2020).

## OUR COMMITMENT

### For HI personnel and members

HI is an organization with strong values of responsibility and integrity. Our Policies and Code of Conduct contains general guidelines for conducting activities with the highest standards of ethics.

HI is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or standards have occurred.

In situations where you prefer to place a report at the top management level, in confidence, you are encouraged to use this reporting form, You are encouraged to submit reports relating to violations stated in our Policies and Code of Conduct, as well as asking for guidance related to policies and procedure and providing positive suggestions.

The information you provide will be used on a totally confidential basis. You have our guarantee that your comments will be heard.

*Do not use this form for events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local emergency services.*

## FILE A REPORT

Corruption	Discrimination
Conflict of Interest / Favoritism	Harassment
Fraud	Child Abuse
Money Laundering	Sexual Abuse
Theft	Sexual Exploitation
Material or financial support to armed forces or groups	Sexual harassment
Bullying	Other

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In what country did the misconduct take place?

In what city?

In which office or location?

## PLEASE PROVIDE INFORMATION AS FOLLOWS

**1 - What is your position within HI or relationship to Humanity & Inclusion?**

(Please check the relevant box)

Employee

Former employee

Member

Volunteer

Other

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**2 - Your contact details**

Please note that for practical and ethical reasons, HI does not encourage anonymous reporting. It is essential for those responsible for your report to be able to obtain additional information and to carry out a full investigation. Without this, their ability to study your case and take action may be considerably limited. It is therefore important that they have the means to contact you. If you don't mind, we would like you to give us your contact details (email address, phone number or Skype account). Your answers may prove essential to the success of the investigators' work.

**If you agree Humanity & Inclusion to know your identity, please complete the following:**

**Your Name:**

First Name

Last Name

Your Phone Number

Your E-mail Address

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**3 - Please identify the person(s) engaged in the misconduct or non-compliance**

Name Surname Title

**4 - Do you suspect or know that a supervisor or management is involved?**

(Please check the relevant box)

Yes No Do Not Know / Do Not Wish To Disclose

**If yes, then who?**

Name Surname Title

**5. Is management aware of this problem?**

Yes No Do Not Know / Do Not Wish To Disclose

**6. What is the general nature of this matter?**

This should be a general description only, you will be asked for specifics later.

**7. Where did this incident or violation occur?**

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8. Please provide the specific or approximate time this incident occurred:

9. How long do you think this problem has been going on?

10. How did you become aware of this violation?

11. Please identify any persons who have attempted to conceal this problem and the steps they took to conceal it (Please identify by name and title).

Name	Surname	Title
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Examples:

- Ignored it
- Changed documents
- Said it was not a problem
- Said they would look into it

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**12 - If you have a document or file that supports your report, most common file types can be uploaded:**

Please attach the files/documents when sending the questionnaire.

**13 - Please provide all details regarding the alleged violation, including the locations of witnesses and any other information that could be valuable in the evaluation and ultimate resolution of this situation.**

Please take your time and provide as much detail as possible, but exercise care to not provide details that may reveal your identity unless you wish to do so. It may be important to know if you are the only person aware of this situation.

**Thank you for your cooperation and trust.**

**After sending your report, you will be contacted within 5 to 6 working days.**