Document 1

Whistleblowing Form[[1]](#endnote-2)

Date: \_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_ Day

To: Tokyo Metropolitan Government

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| --- | --- |
| 1. Whistleblower's name, address, contact information (phone number and/or email address) [[2]](#endnote-3) | |
| 1. Name |  |
| 1. Address |  |
| 1. Phone number |  |
| 1. E-mail address |  |
| 1. Do you wish to remain anonymous during the process? | (☑ please check your answer)  □Yes / □No |
| 1. Information about the individual/entity being reported [[3]](#endnote-4) | |
| 1. Individual name or entity name |  |
| 1. Address/contact information |  |
| 1. Relationship between whistleblower and individual /entity being reported | (e.g., employer and employee) |
| 1. Information to identify the works or goods procured[[4]](#endnote-5) | |
| 1. Type/name of works or goods, manufacturer or seller name, or specific characteristics that can identify the works/goods if the name alone is insufficient |  |
| 1. Time of manufacture or delivery, lot number, etc. |  |
| 1. Contract title or contract number of works/goods |  |
| 1. Specific facts of non-compliance according to the whistleblower[[5]](#endnote-6) and the relevant clause of the Tokyo Metropolitan Government Socially Responsible Procurement Guidelines | |
|  | |
| 1. Specific details of causal relationship between non-compliance and negative impact that has occurred, or negative impact considered likely to occur in the future | |
|  | |
| 1. Resolution expected by the whistleblower | |
|  | |
| 1. Details of dialogue with the individual /entity being reported[[6]](#endnote-7) | |
|  | |
| 1. Whether the case is pending in another dispute resolution process or is being processed at this Whistleblowing Section (if applicable, provide specific details) | |
|  | |

Consent Form for Handling Personal Information

The Tokyo Metropolitan Government will use the personal information collected through this Whistleblowing Form for the purpose of responding to reports at the Whistleblowing Section related to the "Tokyo Metropolitan Government Socially Responsible Procurement Guidelines" and will not use it for any other purpose.

The Whistleblowing Section aims to facilitate voluntary consensus formation through dialogue between the parties involved. The personal information provided in this Whistleblowing Form will be appropriately managed in accordance with laws and regulations concerning the protection of personal information, the Tokyo Metropolitan Government Personal Information Handling Guidelines (March 31, 2005, No. 16 Seikojo No. 708), etc. However, unless anonymity is requested in section (1) 5) of this Whistleblowing Form, the name of the reporter and other details may be disclosed to the reported party and investigators as necessary for the investigation of facts and the implementation of dialogue between the parties involved.

I agree with the handling of personal information as described above.

Date: \_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_ Day

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If the required information is not accurately provided, the whistleblower will be asked to provide further details. [↑](#endnote-ref-2)
2. Whistleblowing Form must be made under the whistleblower’s real name and include contact information. However, the information related to the whistleblowers will not be disclosed to external parties, except as required by law. If the whistleblower wishes to remain anonymous during the process, this can be indicated. [↑](#endnote-ref-3)
3. The term "Individual/Entity Being Reported" refers to the individual or entity considered to be responsible for non-compliance with the Procurement Guidelines (or conduct that may raise suspicion of such non-compliance). [↑](#endnote-ref-4)
4. Please provide as much detailed information as possible. [↑](#endnote-ref-5)
5. This includes information that can specify that the non-compliance has occurred in the process of procurement of the works and goods mentioned in point (3). [↑](#endnote-ref-6)
6. To encourage voluntary dispute resolution efforts between the parties, the whistleblower is required to make efforts towards dialogue with the individual/entity being reported before filing the Whistleblowing Form. Therefore, the factual details of the whistleblower's actions towards negotiation with the individual/entity being reported, including dates, counterparties, and the nature of the interactions, should be detailed as much as possible. However, if there are inevitable circumstances preventing the whistleblower from engaging in dialogue with the individual /entity being reported, these circumstances should be described. [↑](#endnote-ref-7)