**Ethics Alert Declaration Form**

**ETHICS ALERT DECLARATION FORM**

***Please read the related Ethics Alert Procedure carefully before declaring an incident!***

Do you wish to remain anonymous?

YES 🞎 NO 🞎

If you want us to know your identity, please complete your contact details below:

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| --- | --- |
| Name: |  |
| Phone number: |  |
| E-mail address: |  |

*Please notice that we will protect your identity if you wish to stay anonymous.*

*Not having the possibility to communicate with you may limit our ability to investigate your concern.*

**Please tell us where the incident occurred:**

(please specify the country, entity, branch, city, department, ..)

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**Please tell us when the incident occurred:**

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**Please describe the illegal, unethical or improper conduct you want to report as**

**detailed as possible:**

(please attach all documents (or name their location) that can help us to investigate your report,

please identify the persons or organizations engaged in the behavior by name)

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**Please tell us how and when you became aware of the incident and what your relation**

**to Arval is:**

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**Please identify the names of the persons or organizations to whom you might have**

**already reported:**

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**Please state the assumed damage amount, the incident might have caused in EUR:**

(only to be filled should you have any information or idea about the potential damage)

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**Do you believe that somebody has tried to conceal the reported behavior or issue?**

(please identify the person(s) by name and explain what actions were taken to conceal it)

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**Do you allow us to contact you in case of additional questions?**

By phone (as stated in the contact details) YES 🞎 NO 🞎

By E-mail (as stated in the contact details) YES 🞎 NO 🞎

*Please be assured that we will not contact you on your company phone number or company e-mail address if not stated in the contact details above. Please tell us the best time for communication with your contact details should you want us to call you on a private telephone number.*

***Please read your statement carefully before sending it to us. We keep the provided information strictly confidential as described in the Ethics Alert Procedure.***