

ANNEX 1

AVSI FOUNDATION WHISTLEBLOWING POLICY – REPORTING FORM

Please send to: ORGANISMODIVIGILANZA@AVSI.ORG or via ordinary mail to: FONDAZIONE AVSI, Att. Organismo di Vigilanza, Via Legnone 4, 20158 Milan - Italy

REPORTER'S CONTACT INFORMATION (This section may be left blank if the reporter wish to remain anonymous)

Name	Surname
Current workplace	Place of work at the time of the alleged facts
Current position/assignment	Position/Assignment at the time of the alleged facts
Telephone N.	E-mail address
If the report is made in the name and on behalf of a beneficiary or a person outside of AVSI (partner, supplier, consultant, etc.), please describe the degree of knowledge and / or relationship with this person:	

REPORTING THE FACTS

Nature of the reported fact (abuse of power, intimidation, blackmail, psychological violence, violence or abuse even of a sexual nature, theft or misuse of AVSI funds, violation of a particular case of the AVSI code of ethics, etc.)
Date, Time or Period in which the fact occurred
Physical place where the fact occurred
Subject who has committed the fact (Name, Surname, qualification) Multiple names may be entered
How you came to know the fact (direct experience, external testimony etc.)



People for development

Any witness who can report on the fact (Name, Surname, qualification, contact details)
Any evidence that may be adduced to confirm the fact
Description of the fact
Other details and/or particulars that are thought to be useful for the investigation of the fact

- With the exception of an anonymous report, it is mandatory to attach a copy of an identification document of the reporting person.
- Send, where available, any documentation accompanying the report.
- Il segnalante è consapevole delle responsabilità e delle conseguenze civili e penali previste in caso di dichiarazioni mendaci e/o formazione o uso di atti falsi, anche ai sensi e per gli effetti dell'art.76 d.P.R. 445/2000 o di eventuali leggi nazionali e locali.
- The reporter is aware of the responsibilities and of the civil and penal consequences envisaged in the event of false declarations and/or production or use of false acts, also pursuant to and by effect of art.76 Italian d.P.R. 445/2000 and/or any national and local laws.
- NB: By sending this form, the reporter consents to the processing of personal data contained therein according to the methods indicated into the document NORMA DIGE 4-2018 AVSI FOUNDATION WHISTLEBLOWING POLICY

Firma _____

Data _____