

# “Whistleblowing Concern” Reporting Form

The Form will assist you to report your concern(s), capturing the essential details, to DMCC Compliance for due assessment of your concern. Please complete the Form in detail and try to furnish necessary evidence, wherever possible.

Name	
Designation	
Department	
Contact Number	
Email	

i. Brief description of misconduct / improper activity reported:

ii. Date of Reporting:

iii. Date of occurrence:

Date when you got to know the event:

iv. Is the activity still continuing:

v. If so, please give details in the below box:

vi. Identify the location:

vii. Are there documentary evidence in your possession? If so, please attach them for our reference:

viii. Was the activity previously reported:

ix. If so, please give details like date of reporting and whom did you report to:

a) Date of Reporting:

b) Authority to whom reported:

x. Are there known parties or suspects involved? If so, please give details, as available<sup>1</sup>:

Name	
Designation	
Department	
Contact Number	
Email	

Name	
Designation	
Department	
Contact Number	
Email	

xi. Are there witnesses? If so, please give details, as available<sup>2</sup>:

Name	
Designation	
Department	
Contact Number	
Email	

Name	
Designation	
Department	
Contact Number	
Email	

xii. Any other detail that you may wish to share to assist the investigation:

xiii. Do you wish to remain anonymous<sup>3</sup> (Yes / No):

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<sup>1</sup> Use additional tables, if needed.

<sup>2</sup> Use additional tables, if needed.

<sup>3</sup> DMCC will treat any disclosure made pursuant to this DMCC Whistleblowing Policy (including the identity of the Discloser) in a confidential and sensitive manner. Disclosure may only be made to the extent required or permitted by law or to a legal authority. Due protection is afforded to the Discloser.

Please note that Whistleblowing Reporting doesn't cover any usual Employee or HR related aspects for which there may be appropriate internal redressal mechanism or which can be resolved via DMCC Mediation Team.

Additionally, reporting under Whistleblowing doesn't affect Disclosers' other legal rights or recourse as afforded by the governing laws in UAE.