

## Annex C

### Reporting Form

This form must be filled in and signed and submitted to your local compliance officer or the Chief Compliance Officer to e-mail ([compliance@hesinternational.eu](mailto:compliance@hesinternational.eu)).

HES does not tolerate any retaliation against any person making a report in good faith. Any form of such retaliation will be seen as a violation of this Policy and the Code of Conduct.

Your report will be treated confidentially.

<b>Name employee:</b>	
<b>Job title:</b>	
<b>Date:</b>	

Report	
Details of situation	
<b>Brief description of the situation:</b>	
<b>Date on which the situation took place:</b>	
<b>Location where situation took place:</b>	
<b>Related HES Policy:</b>	
<b>What did you do when you became aware of the situation:</b>	
<b>Additional information for consideration</b>	

Evidence of written pre-approval (where necessary)	
<b>Details of persons involved</b>	
Name of external person and/or company involved:	
Name of internal person(s) (HES Personnel) involved:	
Name any persons aware of the situation:	