## 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).

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.

| Name employee: |  |
| :--- | :--- |
| Job title: |  |
| Date: |  |


| Report |  |
| :--- | :--- |
| Details of situation |  |
| Brief description of the <br> situation: |  |
| Date on which the <br> situation took place: |  |
| Location where situation <br> took place: | Related HES Policy: |
| What did you do when <br> you became aware of the <br> situation: | [Describe if have consulted someone or already reported this to <br> someone. Also describe if you have approached the persons <br> involved.] |
| Additional information <br> for consideration | [indicate if you believe any information relevant to this gift (e.g. <br> perception of improper gift; any upcoming new business or <br> tender; cultural interpretations relevant)] |


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

