**Code of Conduct Violation Reporting Form**

This document is used for reporting improper conduct by CLC personnel. All information reported will be treated as confidential and passed directly on to the top management at CLC. Please provide the following details (as completely as possible).

1. What is your relationship with CLC?

1. Your name and contact details:

Name: 00 TEL:

Company Name: 00 E-mail:

1. Subject of Report:

1. Please state the date, time, and location where this case took place.

1. How did you learn about this illegal conduct?

1. To the best of your knowledge, how long has this problem existed?

1. To the best of your knowledge, is CLC management aware of this illegal conduct?

Yes No Not sure

1. Please detail the nature or events of “unethical” or “dishonest” conduct in this case:

1. To the best of your knowledge, what method is used by the personnel in this case to hide their unethical and dishonest conduct?