Annex 1

**VIOLATION REPORT FORM**

*We guarantee confidentiality.*

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| **REPORT ABOUT VIOLATION** |
| **Data of the reporting person** |
| Name, surname  |   |
| Position  |   |
| **Contact details of the reporting person**  |
| Phone number  |   |
| E-mail address  |   |
| **Data of the suspect**  |
| Name, surname  |   |
| Position  |   |
| Relationship with the reporting person (colleague, direct manager, company manager, etc.) |   |
| **Description of the event (date, time, place and circumstances)** |
| Factual circumstances     | Consequences |
| **Evidence (e.g., emails from the suspect, text messages, etc.)** |
|  |   |
|  |   |
| **Witnesses** |
| Name, surname, contact details  |   |
| **Proposals of the reporting person** |
| A proposal for a solution to the conflict/current situation |   |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_