Annex 1

**VIOLATION REPORT FORM**

*We guarantee confidentiality.*

|  |  |
| --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_