

How to write a Whistleblower Report

A Whistleblower report is to share exclusively with us the information on unlawful acts in JICA's operation you have found. And it is essential for us to investigate them. The items 1 through 3 below are the information necessary to be provided in a Whistleblower Report. There is no standard format for writing the report, so you are free to set the format as you like. To submit a Whistleblower report, you can attach an electronic file such as a Word file to an email and send it to the address listed in "Whistleblowing Report Address" below. If you wish to password protect the electronic file, please send the password in a separate email to the same address above.

1. Details of the unlawful act

A Whistleblowing Report is to be used to report an act violating laws or regulations (hereinafter referred to as "unlawful act"). The laws and regulations include those effective in Japan or the countries where JICA overseas offices are located and the JICA internal rules. You may report on an unlawful act that has been committed or is likely to be committed by any of JICA, its officers/employees or other individuals in the course of JICA's operations.

Please describe items from a to d below in order to inform us on the unlawful act.

a. Name(s) of person(s) who violated, or are likely to violate, any laws or regulations

- Affiliation (If JICA commits the unlawful act on its own, please name the department or division that you deem responsible for the act)
- Name

b. Details of the unlawful act

Please describe the act in as much detail as possible so that we can understand what the act is, when, where, why, how it happened, if there is a victim of the act, etc.

c. Name(s) of the laws or internal regulations violated

To the extent that you are aware, please indicate the name and article number of the laws and internal regulations that you believe are being violated.

d. Evidence to prove alleged engagement in an unlawful act (if any)

You may e-mail the evidence or send it by post.

2. Whistleblower's name, Affiliation, Contact Address

(If you wish to be anonymous, please skip to 3 below.)

The Office of Audit may contact you for additional details or information in order to conduct a proper and strict survey.

- Affiliation (can be omitted if you need to remain anonymous)
- Name (A Nick name is acceptable)
- E-mail Address (An anonymous e-mail address is acceptable)
- Telephone Number (can be omitted if you need to remain anonymous)
- Resident Address (can be omitted if you need to remain anonymous)

3. If you wish to be anonymous, please answer the following question.

Question: Do you fall under any of the following categories?

- a. Current national staff member, or retiree
- b. JICA technical cooperation expert or JICA volunteer
- c. Employee of a company which has a contract with JICA

Answer (select either ① or ②)

- ① Yes, I fall under one of them.
- ② No, I fall under none of them.

■ **Whistleblowing Report Address** ■

- ◇ E-mail address: jicama-tsuho@jica.go.jp
- ◇ Postal address: Office of Audit, JICA HDQ
Nibancho Center Building,
5-25, Niban-cho, Chiyoda-ku, Tokyo 102-8012, JAPAN