

How to write a Whistleblower Report

The information to be provided in your whistleblower report is as follows, items 1 to 3. You can submit your whistleblower report by attaching a word or other electronic files to an email and sending it to the email address listed in the “Whistleblowing Report Address” below. You can also write it on paper and email it to the address listed in the same column.

If you would like to password-protect the electronic file, please include the password in a separate email and send it to the same email address.

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. A person who is violating (or is about to violate) laws and/or regulations

- Affiliation / position
- Name
- Relationship with the whistleblower (if the JICA organization itself is the one committing the violation, the department in charge of the violation)

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 email the evidence or send it by post.

2. About you (Whistleblower)

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

The Legal and Compliance Department 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)
- Email Address (An anonymous email 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?

1. JICA Officers and employees, etc.
2. Experts, volunteers, and others engaged in the JICA's work based on contracts with the JICA.
3. Officers, workers, or dispatched workers of the JICA's contractors engaged in work based on the contract.
4. Individuals who held positions in the preceding items within one year prior to the whistleblowing report.

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 ■

- ◇ Email address: jicama-tsuho@jica.go.jp
- ◇ Postal address: Compliance Division, Legal and Compliance Department, JICA HQ
Nibancho Center Building,
5-25, Niban-cho, Chiyoda-ku, Tokyo 102-8012, JAPAN