Appendix No. 3

to the Working Procedure Regulations

of the Freeport of Riga Authority

## Whistleblower Report Form

|  |
| --- |
| **Addressee** |
| Specify the institution/organisation to which this report is addressed: |
|  |

|  |
| --- |
| **1.  Description of the violation** |
| Provide the information in your possession **regarding the alleged violation.** Mention the specific facts or circumstances testifying it (for example date and place where the alleged violation was observed), natural or legal persons involved, positions of the persons involved. Specify if you have any evidence (e.g. documents, photos, e-mails). |
|  |
| **2. Method of obtaining information (relation to work)** |
| Your relation to the institution/organisation where the alleged violation was observed (tick as appropriate):  I work for the reported institution/organisation (I have a contractual relationship / hold a position there / have a job there)  I carry out work duties in the reported institution/organisation but I have no contractual relationship with it (for example, I provide a service but my contract is with another institution/organisation)  I provided a service to the reported institution/organisation  I observed the alleged violation when establishing legal relations  Other relation (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **3. Indicate what damage the alleged violation has caused, or is likely to cause to the public interest[[1]](#footnote-1) (please specify) and to which members of society** |
|  |
| **4. Have you reported the violation previously** |
| (tick as appropriate, provide any comments)  no, this is the first time I am reporting  yes, I reported to my workplace using an internal whistleblowing mechanism  yes, I reported to another institution (please specify, which one \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  yes, I turned to both my workplace and another institution  other information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments |
| **5. Add files:** |
| Please describe the documents attached to the report, which in your opinion confirm the alleged violation. If you stated that you had previously reported this violation, please attach the response you received, if any. |
| 1.  2.  3.  .. |
| **6. Information about the applicant** |
| Name, surname, personal identification number |
| Contact information (address, phone number, e-mail or any other information on how to contact you, including sending a reply): |
| **7. Date of submission** |

When submitting the whistleblowing report:

|  |  |
| --- | --- |
| I consent to the processing of my personal data (registration of the report, verification of the information specified and repeated communication with me); |  |
| I certify that the information provided in the report is true to the best of my knowledge; |  |
| I am aware that I may be held liable under the laws and regulations for knowingly making false statements. |  |

**If my report is not recognised as a whistleblowing report:**

|  |  |
| --- | --- |
| 1) **I agree** that my report **is further examined as an application by a natural person** (i.e. according to general procedure and I have no guaranteed protection) |  |
| 2) **I do not agree** that my report is further examined as an application by a natural person |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

*To be completed by the institution /organisation*

Date of registration of the application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_

**Information for future communication:**

* a reply with the decision will be sent to you (using the contact details provided in section 6 of the report) within three (3) days of the decision to recognise your application as a whistleblowing report;
* you may be contacted for additional information if necessary for the examination of the whistleblowing report;
* if your application is recognised as a whistleblowing report, the appropriate authority will inform you of the course of the examination thereof within two months of the date on which your application was recognised as a whistleblowing report;
* in case of doubt, you may get in touch with the contact person of the competent authority dealing with whistleblowing matters.

1. Reporting only personal injury should not be regarded as whistle-blowing. [↑](#footnote-ref-1)