## Whistleblower Report Form

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| **Addressee** |
| Specify the institution/organisation to which this report is addressed |
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| **1.  Description of the violation** |
| Provide the information in your possession **regarding the alleged violation.** Give the specific facts or circumstances testifying it (for example, date and place, where the alleged violation was observed), the natural or legal persons involved, the positions of the persons involved. If you have any evidence (e.g. documents, photos, e-mail correspondence), attach it to the report or indicate where it can be found. |
|  |
| **2. Method of obtaining information (relation to work)**  |
| **Your relationship to the organisation where the alleged violation was observed** (tick as appropriate): [ ]  I work for the organisation (in a professional capacity)[ ]  I do work for the organisation but have no contractual relationship with it[ ]  I provided a service to the organisation[ ]  I observed the alleged violation when the legal relationship was established[ ]  I observed the alleged violation while I was on placement [ ]  I worked for the organisation in the past and observed the alleged violation at that time[ ]  other relationship with your working environment (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3. Indicate the public interest and public representatives affected and the harm caused or likely to be caused by the violation**[[1]](#footnote-1)  |
|  |
| **4. Have you previously reported the violation**  |
| (tick as appropriate, make comments as necessary)[ ] no, this is the first time I reported[ ]  yes, I reported it to my workplace using an internal whistleblowing mechanism[ ]  yes, I reported to another institution (specify to whom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  yes, I turned to both my workplace and another institution other information  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments |
| **5.** **Attitude towards further communication and disclosure of the violation** |
| *(tick if applicable)*[ ]  **I do not want** to receive acknowledgement of receipt of the report[[2]](#footnote-2)[ ]  **I do not want** to receive a decision on whether or not an application has been recognised as a whistleblower report[ ] if my report helps to detect the violation, **I allow** to make public information regarding the detected violation pursuant to Section 7, Paragraph nine of the Whistleblowing Law[[3]](#footnote-3) |
| **6. Appendices** |
| Please specify 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 reply you received. |
| 1.2.3... |
| **7. Information about the applicant** |
| Name, Surname |
| Contact details, including the address\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(residential address, as well as other information on how you can be contacted (e.g. e-mail or telephone number) to send a reply, information on the progress of the examination or to ask for further information) |
| **8. Date of submission** |

\* The address must be provided as required by the Law on Submissions. If the contact details you provided change during the examination of the report, please let us know.

By submitting the whistleblowing report, I

**certify that I consider the information provided in the report to be true, I acted in good faith and I understand that knowingly providing false information does not constitute whistleblowing and that I may be held liable for it in accordance with the procedure laid down in laws and regulations.**

**If the report does not meet the requirements of the Whistleblowing Law and is not recognised as a whistleblower report, it will be dealt with as a private individual's application or the institution will take other action in accordance with the content of the report and you will be informed accordingly.**

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

***Important:*** The whistleblower report must be signed. Please submit an electronically signed or handwritten report, or authenticate yourself at [www.latvija.lv](http://www.latvija.lv) or [www.trauksmescelejs.lv](http://www.trauksmescelejs.lv) and submit the report electronically without a signature.

*To be completed by the institution/organisation*

Date of registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information on further communication:**

- you will receive **acknowledgement of receipt of the report** within 7 days at the latest (unless you have indicated in paragraph 5 that you do not want to receive acknowledgement)

- within 3 days of the decision to recognise your application as a whistleblower report, you will be sent **a reply on the decision taken to recognise/not recognise your application as a whistleblowing report** (using the contact details provided in paragraph 7 of your report, unless you have indicated in paragraph 5 that you do not want to receive a decision)

- you may be contacted for additional information, if necessary for the examination of the whistleblower report

- if your application is recognised as a whistleblower report, the competent authority **will inform** you:

 \* about **the progress of its examination** within 2 months of the date on which your application was recognised as a whistleblower report

 \* after the completion of the examination of the whistleblower report, **about the facts found and the decisions taken** or action taken

- in case of doubt, you may get in touch with the contact person of the competent authority dealing with whistleblowing matters (<https://trauksmescelejs.lv/kur-celt-trauksmi>)

1. Reporting only personal injury should not be regarded as whistleblowing. [↑](#footnote-ref-1)
2. Not applicable if an automatic notification of receipt of the electronic document is sent in accordance with Paragraph 17 of the Cabinet Regulations No 473 of 28 June 2005 "Procedure for drawing up, storage and circulation of electronic documents in state and local government institutions and procedure for the circulation of electronic documents between state and local government institutions or between these institutions and natural and legal persons”. [↑](#footnote-ref-2)
3. The information is published without revealing or compromising the identity of the whistleblower and in compliance with general data protection requirements. [↑](#footnote-ref-3)