**WHISTLEBLOWING FORM**

**Reporting**

 The information you provide to OAG Aviation Group is confidential The information you provide and agree to share will be sent to designated individuals within the **Legal Department of OAG Aviation Group**. If the report concerns someone within the Legal Department, it will be forwarded to the **Chief People Officer**, who will determine the most appropriate course of action.

**Anonymous Reporting**

Whistleblowing notifications **may be submitted anonymously**. However, if the whistleblower’s identity and contact details are unknown, OAG Aviation Group may lack sufficient information to conduct a thorough investigation and will be unable to provide updates on the resolution.

If the whistleblower discloses their identity but requests anonymity, their identity, as well as any information that could lead to their identification, will be kept confidential throughout all stages of the process. If disclosure of the whistleblower’s identity becomes necessary, OAG Aviation Group will inform the individual in advance.

**Data Protection**

Any personal data provided via the whistleblowing channel will be processed solely for administering and investigating allegations and addressing any identified misconduct.

Personal data will be retained only as long as necessary to investigate the whistleblowing report. If no action or investigation follows the report, and the case is considered closed, all information about the report and the whistleblower will be deleted within two months of the closure decision.

If an action or investigation takes place, some related data may be retained for at least five years after the case is closed. Any data no longer required will be deleted or anonymized.

For more details on how personal data is processed, please refer to our [Privacy Notice](https://www.oag.com/privacy-notice) or contact **privacy@oag.com**

|  |
| --- |
| Details of person reporting the reportable conduct |
| Name and surname  |   |
| Country |  |
| Email  |   |
| Can we send updates to this email YES |
| If your concern involves individuals or processes in Legal Department, please choose Chief People Officer in the box**\*Required** | Legal Department |
| Information about the reportable conduct (that happened in the past, is currently occurring, or is likely to occur) that threatens or harms the public interest (hereinafter, the **Infringement**)  |
| 1. Details of Your concern**\*Required**  |
| Incident country |  |
| Which department and company does this report relate to? |  |
| Details of the person(s) who committed the Infringement |
| Name and surname  |   |
| Workplace |   |
| Job position (Duties) |   |
| 2. What may have been the motives of the people committing the Infringement? |
| 3. Approximate start & end date of the Infringement |
| 4. Where did the Infringement take place? |
| 5. How have you found out about the Infringement or noticed it? |
| 6. Are there any other individuals who took part or may have taken part in committing the Infringement? If so, specify who they are. |
| 7. Are there any other witnesses of the Infringement? If so, specify who they are and give their contact details.  |
| 8. What information can you supply in evidence of the Infringement, which could help in undertaking an investigation of the Infringement? Specify attached written or other data about the Infringement. |
| 9. Have you already informed anyone about this Infringement? If you have, indicate to whom you reported it and whether you have received a response. If you have received a response, indicate its essence (key points in it). |
| 10. Additional comments  |
| 11. AttachmentsUpload a file |
| [ ]  By signing this Notification, I am aware of the legal consequences for submitting false information and the information submitted herein is true. |

*Optional:*

[ ]  *I hereby indicate my request and consent that confidentiality is not applied to my identity during the investigation of this Notification.*

[submit]