

Whistleblower Report

Date of Report	Month	Day	Year
Whistleblower (Entering this item is optional.)	Name: _____		
	Unit/Division/Section: _____		
	Contact information:		
	Phone (_____) FAX (_____)		
	Email (_____)		
Address (_____) _____)			
Other (_____)			
Allegation	<ul style="list-style-type: none"> ● Allegedly involved organization, unit, division, section, name of the person (Who) Division/Section _____ Name of the person _____ Affiliation _____ 		
	<ul style="list-style-type: none"> ● The alleged misconduct; occurred / is currently occurring/ is about to occur (When) (Where) (What) (How) (Why) 		
	<ul style="list-style-type: none"> ● Alleged violation of applicable laws and regulations 		
	<ul style="list-style-type: none"> ● How the misconduct came to be known 		

Any evidence? (Documents, etc.)	Yes (_____) No		

How to Fill in the Whistle-blower Report

- ✓ Please fill in as specific as possible, although not every detail should be necessarily filled in.
- ✓ You can extend the field size or copy the format if necessary. However, the total numbers of pages of the report should not exceed three with size A4 in order to promptly implement the investigation. We may ask or inquire about unclear points after receiving the Whistle-blow Report.
- ✓ Name and other personal information shall be used only for implementing the investigation, and for other reasons when necessary, and the said personal information shall otherwise be properly protected.
- ✓ Please consider the following points when filling in the Whistle-blower Report.
 - Who?** Who is involved? Outsiders or vendors? In that case, what is the name of organization/branch office, person responsible, location, etc.? Who else knows about the misconduct which is/will be reported? Are there witnesses who can and will confirm what occurred? How can we reach these witnesses?
 - When?** When did / will the misconduct occur? How frequently has it occurred?
 - Where?** Where did / will the misconduct occur or is occurring?
 - What?** What is the misconduct which is/will be reported? Is it of a specific nature?
 - How?** How did/will the misconduct occur or is occurring?
 - Why?** Why did/will the misconduct occur or is occurring? Who would benefit from the misconduct? If a third party would benefit from it, why did the suspect execute the misconduct? Was it aimed to harass against specific organizations and/or individuals? Was/will the misconduct able to be executed due to lack of preventive mechanism or due to some loopholes against prevention measures, or due to conspiracy by a multiple number of people?
 - Alleged violation of applicable laws and regulations?** What kind of issues do you think there are on the misconduct? What kind of violation or problems do you think there are, concerning the Japanese laws and regulations and/or the University Rules?
- ✓ Please inform us of what evidence can be provided, where the evidence exists, who retains it, etc. to the best of your knowledge. In case there are many items for evidence, please affix numbers on each item and attach a list.
- ✓ Please consult the contact point if you cannot make a judgement as to whether reporting should be made or not.