



This form is intended for individuals who wish to report a concern in writing themselves. Please refer to the attached scheme to determine to whom you can submit your report.

All employees, business partners, and customers who wish to report potential violations under the whistleblowing procedure may submit a report to the designated persons.

This also includes reports of potentially harmful behaviour, such as behaviour that may lead to damage to property and/or reputation. Your report will be treated confidentially in all cases.

Before submitting a report, you should be aware that the information you provide may have serious consequences for those involved.

If you wish to remain partially anonymous, you are still required to provide your personal details, but you may submit these exclusively to an external contact (Hoffmann Bedrijfsrecherche), so you can be assured that your report will be handled on a semi-anonymous basis.

1 Does this case involve one or more persons?

- One Two Three or more

2. Is the person involved an employee or someone else in or outside Ter Maten?

- Ter Maten employee/manager:
 Other:

3. Who is the victim in this case?

- Me Someone else Ter Maten
 All of the above Other: _____

4. What is your relationship with Ter Maten?

- Employee Contractor Supplier
 Customer Other: _____



7. Were there any witnesses who saw this incident and/or are aware of it?

YES

NO

If YES, please provide the name(s):

8. Do you have evidence such as emails, messages, WhatsApp, photos, etc.?

YES

NO

If YES, please indicate what evidence you have:

9. Have you discussed the incident with the person involved?

YES

NO

If YES, how did you approach the person and what was their response
(describe as fully as possible):

If NO, reason:



10. Have you reported this incident to someone else before?

YES NO

If YES, please indicate to whom and what the response was (describe as fully as possible):

To assist you as best as possible, we ask for personal information so that we can clarify questions, respond to you and, if necessary, take appropriate measures. You will always receive confirmation of this report.

First name:	
Last name:	
E-mail:	
Company mail:	
Phone number:	

Ter Maten is committed to protecting and respecting your privacy and will only use your personal information to handle this report



Ter Maten attaches great importance to your safety when reporting an incident. To assess potential risks, we ask you to describe below any possible consequences that reporting this incident may have for your working conditions and/or position. Would you like to complete this?

YES

NO

If YES, please describe by whom and how:

Yes, by my colleagues: _____

Yes, by my supervisor: _____

Yes, by HR: _____

Yes, by plant manager: _____

Yes, by others: _____

I agree that my data and the incident may be shared. In case of a semi-anonymous report, your personal data will not be shared with Ter Maten and will remain with the external contact person.

Signature

_____/_____/_____

Date

Place



Who received and forwarded the case?

First name:

Last name:

Position:

Signature

_____/_____/_____

Date

Place

To whom will this report be send?

First name:

Last name:

Position: