

INSTRUCTIONS:

Pride Milling accepts and investigates allegations of improper activities by Pride Milling employees/ Suppliers/ Customers/ Trade Unions or where Pride Milling is potentially a victim of wrongdoing.

Reports may be made anonymously or with identification by phone to the Pride Milling Whistle-blower hotline at 0725048919 or by e-mailing this form upon completion to Pride Milling's Independent Whistle-blower Agent at PrideMillingIR@mweb.co.za

Because we do not undertake investigations without adequate cause, we need as much evidence as possible to corroborate the allegation(s) such as documents, witnesses, and other specific and relevant information.

Investigating improper company activities is more difficult if complaints are filed anonymously because of the difficulty of obtaining evidence to corroborate the alleged improper activity before we begin an investigation. If you choose to file your complaint anonymously, be sure to provide specific and relevant information including the first and last names of any individuals mentioned, their contact information, and the location address at which the improper activity occurred.

When describing the improper activity, please provide as much of the following information for each of your allegations and number each allegation, if there is more than one. Use additional pages if necessary:

Who?

Who is involved? What are the names of employees/ Suppliers/ the businesses, who owns them, and where are they located? Who else knows about the improper activities? Who can and would confirm that they occurred? How can we reach these witnesses?

What?

What specifically did the suspect do? What is wrong with it? What kinds of documents would provide evidence of the improper activities? Where are the documents located? Who controls them?

Where?

At which location did the action happen?

When?

When did the improper activity occur? Is it ongoing? How frequently has it occurred?

Why?

What are the suspect(s) motives? For example, how does the suspect benefit? If others benefit from the activities, who are they and how do they benefit?

How?

How did the wrongdoing occur? Was there a lack of controls, circumvention of controls, or collusion with other individuals?

WHISTLE-BLOWER'S CONTACT INFORMATION (NOT COMPULSORY)

NAME & SURNAME: _____
POSITION/ TITLE: _____
EMPLOYER ADDRESS/ WORK PHONE: _____
HOME ADDRESS/HOME PHONE: _____
BEST TIME/PLACE TO REACH YOU: _____

SUSPECT(S) INFORMATION

Suspect 1:

NAME & SURNAME: _____
POSITION/ TITLE: _____
PHYSICAL ADDRESS/ PHONE NUMBER: _____
TOWN/ SUBURB: _____
EMPLOYER: _____

Suspect 2:

NAME & SURNAME: _____
POSITION/ TITLE: _____
PHYSICAL ADDRESS/ PHONE NUMBER: _____
TOWN/ SUBURB: _____
EMPLOYER: _____

Suspect 3:

NAME & SURNAME: _____
POSITION/ TITLE: _____
PHYSICAL ADDRESS/ PHONE NUMBER: _____
TOWN/ SUBURB: _____
EMPLOYER: _____

Suspect 4:

NAME & SURNAME: _____
POSITION/ TITLE: _____
PHYSICAL ADDRESS/ PHONE NUMBER: _____
TOWN/ SUBURB: _____
EMPLOYER: _____

WITNESS/ES

Please provide witnesses that can confirm your allegation:

Witness 1:

NAME & SURNAME: _____
POSITION/ TITLE: _____
PHYSICAL ADDRESS/ PHONE NUMBER: _____
TOWN/ SUBURB: _____
EMPLOYER: _____

Witness 2:

NAME & SURNAME: _____
POSITION/ TITLE: _____
PHYSICAL ADDRESS/ PHONE NUMBER: _____
TOWN/ SUBURB: _____
EMPLOYER: _____

Witness 3:

NAME & SURNAME: _____
POSITION/ TITLE: _____

PHYSICAL ADDRESS/ PHONE NUMBER:
TOWN/ SUBURB:
EMPLOYER:

Witness 4:

NAME & SURNAME:
POSITION/ TITLE:
PHYSICAL ADDRESS/ PHONE NUMBER:
TOWN/ SUBURB:
EMPLOYER:

COMPLAINT

Briefly describe the improper activity and how you know about it. Specify what, who, when, where, and how. If there is more than one allegation, number each allegation, use as many pages as necessary.

What wrongdoing occurred?

Who did the wrongdoing?

When did this occur?

Where did this happen (Unit, location)?

What enabled this to happen (How)?

EVIDENCE

Please describe how an investigator could locate supporting documentation or attach a copy of evidence that you have already in your possession. You should NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access, as such, whistle-blowers are "reporting parties" not investigators.
