

WHISTLEBLOWING REPORT FORM

Construction Industry Council (“CIC”) is committed to high standards of corporate governance and promotes accountability, integrity and transparency. In line with its commitment, CIC encourages its employees and third parties dealing with CIC to report any actual and/or suspected misconduct or malpractice related to employees and members of CIC.

CIC’s Whistleblowing Policy has been established to encourage and assist whistleblowers to disclose information relevant to misconducts or malpractices related to employees and members of CIC through its established whistleblowing channels. CIC will endeavour to handle all whistleblowing reports fairly and properly.

If you wish to make a report, please use this whistleblowing report form. Once completed, this report becomes confidential. You may send the report, in a sealed envelope clearly marked “Strictly Private and Confidential” and addressed to the Whistleblowing Team or the Chairman of the Audit Committee* by post to the relevant address or by email to the relevant email addresses below.

Please read the CIC’s Whistleblowing Policy carefully before you fill in this report form.

*If the concern raised involves the Executive Director, the Chairman of CIC or a member of the Whistleblowing Team or Investigation Panel, please report directly to the Chairman of Audit Committee.

To: Whistleblowing Team or the Chairman of the Audit Committee*	
By Post to CIC headquarters: The Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong	
By Email to Whistleblowing Team: whistleblowing@cic.hk	By Email to the Chairman of the Audit Committee*: AC_Chairman@cic.hk
Your Details CIC accepts anonymous reports but encourages you to provide your contact details in this report as anonymous reports make CIC difficult to validate and investigate the concern thoroughly.	Name:
	Correspondence address:
	Contact number:
	Email address:
Date:	
The names, positions, departments of those involved (if known):	
Details of concerns: Please provide full details, such as dates, places, description of what has happened, and the reasons for the concerns (continue on separate sheet if necessary) together with any supporting evidence.	
<u>Personal Information Collection Statement</u> Please be advised that it is voluntary for you to supply to CIC the personal data in this form. Although you may choose to raise your concern anonymously, but it will make it more difficult for the Whistleblowing Team to validate and investigate thoroughly. All personal data submitted will only be used (including disclosed or transferred) for the purposes which are directly related to whistleblowing case handling and the follow-up matters. In addition, we may disclose and transfer your personal data in accordance with any legal or regulatory requirements applicable to the CIC, including but not limited to the Personal Data (Privacy) Ordinance of Hong Kong (Cap. 486). You have the right to request access to and correction of your personal data held by CIC. Request for access or correction should be made in writing to the Data Protection Officer (WB) of CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon by marking “Highly Confidential”.	