Annex 1

Reporting Form[[1]](#footnote-1)

Date: DD/MM/YYYY

To: Tokyo Organising Committee of the Olympic & Paralympic Games (Tokyo 2020)

|  |  |
| --- | --- |
| 1. About the person/party reporting[[2]](#footnote-2) | |
| 1. Name |  |
| 1. Address |  |
| 1. Tel. No. |  |
| 1. E-mail Address |  |
| 1. Would you prefer to remain anonymous to the person/party to be reported?[[3]](#footnote-3) | Yes・No  （Encircle one） |
| 1. About the person/party to be reported[[4]](#footnote-4) | |
| 1. Name of the person/party to be reported |  |
| 1. Address and contact details of the person/party to be reported |  |
| 1. Information regarding products, etc. procured by Tokyo 2020[[5]](#footnote-5) |  |
| 1. Relationship between the person/ party reporting and the person/party to be reported | (For example: employer and employee) |
| 1. Detailed information about the negative impact(s) on the person/party reporting or negative impact(s) that has/have a probability of occurring in the future | |
|  | |
| 1. Detailed facts of non-compliance[[6]](#footnote-6), and the provision within the Sourcing Code that is subject to the non-compliance | |
|  | |
| 1. Causal relationship between the Sourcing Code non-compliance and negative impact(s) | |
|  | |
| 1. Expected solution of the person/party reporting | |
|  | |
| 1. Record of dialogue with the person/party to be reported[[7]](#footnote-7) | |
|  | |
| 1. Whether or not it corresponds to a case pending in another conflict resolution procedure or a case where procedures in the Grievance Mechanism is currently ongoing (if applicable, provide specific details) | |
|  | |
| 1. About the agent | |
| 1. Presence of the agent | Yes ・ No  (If “Yes”, please proceed to Items 2) to 4) below) |
| 1. Reason behind the need for the agent |  |
| 1. Name and contact details of the agent | (Name, Address, Tel. No., E-mail address of the agent) |
| 1. Proof of authorisation | ※ Please attach evidence that the person/party reporting authorizes the person/party to be his/her agent. |

1. Please provide accurate information in the required items. In case accurate information has not been provided, it may take time to confirm specific information to the person/party reporting, which is needed to start the process. Also it may not be possible to conduct an appropriate process if necessary information cannot be obtained. [↑](#footnote-ref-1)
2. Real name and contact details must be provided. This information will not be disclosed, unless ordered by law. It is possible to mention if the person/party prefers to remain anonymous in the process. [↑](#footnote-ref-2)
3. Even if the answer is “No”, the information regarding the person/party reporting will not be disclosed to the public, unless ordered by law. [↑](#footnote-ref-3)
4. The “person/party to be reported” refers to the person/party that has committed (or facts that lead to doubts of) non-compliance with the Sourcing Code according to the submitted grievance/report. [↑](#footnote-ref-4)
5. E.g. type of products, product name, name of manufacturer/distributor/seller. For products difficult to distinguish, please write the details of the products’ unique characteristics. Also, please write the time the product was manufactured/delivered, lot number, and other detailed information, (as possible). [↑](#footnote-ref-5)
6. Detailed facts of non-compliance including information that can identify the non-compliance in the process of manufacture and delivery of procured products, etc. specified in (2) 3) above [↑](#footnote-ref-6)
7. In order to encourage voluntary conflict resolution among parties, the person/party reporting is asked to make efforts to have a dialogue with the person/party to be reported prior to submitting a grievance/report. For this purpose, there is a need to specify the concrete actions of the person/party reporting towards a dialogue with the person/party to be reported, such as details about date and time, counterparts, and response/action taken. However, if it is not possible to have a dialogue between the two parties, details of the circumstances must be indicated in this reporting form. [↑](#footnote-ref-7)