Annex 1

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

Date: DD/MM/YYYY

To: Operations Section, Planning and Promotion Division

Bureau of Olympic and Paralympic Games Tokyo 2020 Preparation

Tokyo Metropolitan Government (TMG)

|  |  |
| --- | --- |
| 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. Sufficient information that enables identifying the case needed to be processed[[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 impact(s) on the person/party reporting or impact(s) that has/have a probability of occurring in the future. (If the person/party reporting is not affected, please go on to the next item (4).) | |
|  | |
| 1. Detailed facts of non-compliance, and the provision within the Sourcing Code that is subject to the non-compliance. | |
|  | |
| 1. Causal relationship between the Sourcing Code non-compliance and impact(s). (If the person/party reporting is not affected, please go on to the next item (6).) | |
|  | |
| 1. Expected solution of the person/party reporting | |
|  | |
| 1. Record of dialogue with the person/party to be reported[[6]](#footnote-6) | |
|  | |

|  |  |
| --- | --- |
| 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, please 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 authorises the person/party to be his/her agent. |

Note) Personal information collected will be used only within the collection purpose that is stated clearly in advance. The enforcement organisation in charge (※) will not use them beyond the collection purpose of the personal information concerned and will never be disclosed to the third party, unless required by law.

※"The enforcement organisation in charge" refers to the Governor of Tokyo, administrative commissions, the directors of public enterprises, Fire Chief, and the directors of administrative bodies stipulated by Tokyo Metropolitan Government regulations.

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. 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-6)