

# CHINA AVIATION OIL (SINGAPORE) CORPORATION LTD

## WHISTLE BLOWING POLICY

### 中国航油（新加坡）股份有限公司

### 举报政策

#### 1. Introduction

##### 简介

- 1.1 CAO is committed and will continuously uphold and maintain the highest standard of corporate governance and fair dealing in enhancing and safeguarding the best interest of all its employees, customers, business partners, shareholders, the authorities and communities we operate in. CAO believes and abides by the principle of integrity and ethics, which is one of its core values without exception.

CAO 一直致力于推行和保持最高水准的公司治理和公平交易，加强并保护全体员工、客户、商业合作伙伴、股东、政府机构和公司所处社会的利益。CAO 重视并遵守诚信和道德原则，这也是其一贯秉承的核心价值观之一。

- 1.2 By reference to “**CAO**” in the foregoing pages, it shall deem to mean “China Aviation Oil (Singapore) Corporation Ltd, its subsidiaries and/or associated companies where CAO has management control”. For joint venture and/or associated companies where CAO does not have a majority stake or management control, this Policy would be applicable to CAO staff seconded to such joint venture and/or associated companies.

上文中的“**CAO**”指“中国航油（新加坡）股份有限公司，其子公司和/或 CAO 有管理控制权的联营公司”。对于 CAO 未占多数股份或没有管理控制权的合资企业和/或联营公司，本政策适用于 CAO 对该合资公司和/或联营公司中的外派人员。

#### 2. What is Whistle Blowing?

##### 什么是举报？

- 2.1 Employees are expected to maintain and demonstrate the highest professional standards and ethical conduct in the performance of their duties. They are encouraged to bring to the attention of Management any violations (or perception of violations) of CAO’s work rules; and/or any unethical or unlawful business conduct or dealings (or the suspicion of them), with the intention that the necessary corrective actions will be taken to address the violations.

我们希望员工在履行职责时保持和展示最高的职业水准和道德操守，鼓励员工提请管理层注意任何违反（或认为会违反）公司工作规定的行为；和/或任何不道德或非法的（或怀疑不道德或非法的）商业行为或交易，以采取必要的纠正措施来处理这些违规行为。

#### 3. Who is a Whistle Blower?

##### 什么是举报人？

- 3.1 A whistle blower is an employee who, in the course of his/her duties, has witnessed or believes that he/she has witnessed or believes that he/she has knowledge that another fellow employee has previously engaged in, is currently engaging in or is contemplating engaging in practices that will be in violation of CAO’s work rules, or unethical or unlawful business conduct or dealings,

and decides to highlight these practices to Management with a view that the necessary corrective actions will be taken to prevent the occurrence of such undesired practices. A whistle blower can also include a staff seconded to CAO or a staff of CAO employed on a contract or temporary basis.

举报人指某员工在履行职责过程中目睹了或相信他/她目睹或知道其他同事曾参与、正在参与或正考虑参与会违反公司工作规定的做法或不道德或非法的商业行为或交易，并且他/她决定提请管理层对此注意，以便管理层采取必要的纠正行动避免该行为发生。举报人可包括向 CAO 的外派人员，或 CAO 雇工的合同制员工或临时雇员。

- 3.2 Whistle blowing is not a means by which a disgruntled employee can abuse, wreak revenge on or sabotage another fellow employee without any just cause or to hold an employee at ransom. Any actions of whistle blowing must be undertaken because the individual truly believes what they have witnessed or otherwise become aware of is a violation of CAO's work rules or what otherwise constitutes unethical or illegal business conduct. The report should be directed to the Investigating Committee as soon as the individual believes or has reasonable grounds to believe that a violation of CAO's work rules or unethical or illegal activity has occurred.

举报并非是让有不满情绪的员工在无任何正当理由的情况下毁谤、报复、妨害其他员工或勒索其他员工的工具。举报前提是个人真实相信他们所目睹或了解的行为确实违反公司工作规定或者是不道德或违法的商业行为。一旦个人相信或有合理依据相信违反公司工作规定或不道德或违法的行为已发生，那么应向调查委员会举报。

Where necessary, employees must be prepared to testify or provide statement of such actions. Incidents reported to the Management by way of anonymous letters will also be seriously reviewed and investigated into except unfounded or malicious allegations made against another employee. CAO will not tolerate the abuse of this whistle blowing process.

必要时，员工必须做好作证或为举报进行陈述的准备。管理层对收到的匿名举报信也会严肃对待和调查，但对其他员工没有根据或恶意的指责除外。CAO 不会容忍滥用举报程序的行为。

- 3.3 Contractors, suppliers and other service providers ("**External Parties**") of CAO may also use this Policy to make CAO aware of any concerns that the External Parties' staff may have with regard to any contractual or other arrangements with CAO.

CAO 的承包商、供应商和其它服务提供商（“**外部单位**”）的员工如果认为与 CAO 之间的承包或其它安排有需要引起 CAO 注意的问题，外部单位也可以按照本政策向 CAO 举报。

- 3.4 A whistle blower need not have to be directly or indirectly affected by or have a personal interest in the outcome of, the actions giving rise to the whistle blowing. So long as an employee or the External Parties' staff has a genuine concern and reasonable grounds to believe that the actions of an employee is in breach or will be in breach of CAO's work rules or principles of ethical conduct and fair dealing can be a whistle blower. However, whistle blower must act in good faith at all times.

举报人不一定是所举报事件后果的直接或间接影响对象，所举报事件后果也不一定涉及举报人私人利益。员工或外部单位的员工只要确实担心且有合理理由相信某员工行为违反了

或会违反公司工作规定或道德和公平交易原则，那么他可以成为举报人。但举报人必须始终保持诚信。

#### **4. Activities Giving Rise to Whistle Blowing** **引发举报的事件**

##### **4.1 Below, while non-exhaustive, are examples of some of the activities that could potentially give rise to whistle blowing:**

以下列举了可能会引发举报的事件，包括但不限于：

- Theft, damage or misappropriation of CAO's properties, using CAO's properties for own benefit or any unlawful purpose, or unlawful dissemination or disclosure of CAO's proprietary information, know-how and trade secrets;  
偷窃、损坏或侵吞 CAO 的财产，将 CAO 财产作为私用或用于其它非法目的，非法散播或披露公司的专有信息、技术诀窍和商业秘密；
- Fraud for example (i) falsification or alteration of CAO's records, accounts or financial information; (ii) submission of false documents i.e. invoices and claims for reimbursement of expenses; (iii) failure to account or misuse of CAO's monies in possession; and (iv) knowingly provide information which is false or misleading;  
欺诈，如（1）伪造或篡改 CAO 的记录、帐目或财务信息；（2）提交虚假单证，即发票和费用报销单；（3）未将持有的公司资金入帐或滥用这些资金；以及（4）故意提供错误或误导信息；
- Making of statements or remarks which will be defamatory or cause disruption to racial harmony; sexual harassment or adopting discriminatory practices;  
发表有诽谤性或者会破坏民族团结的陈述或言论；性骚扰或歧视性的行为；
- Unethical or unlawful conduct for example bribery or acceptance of monies, gifts or monetary benefits in exchange for personal favours, violence or threatened violence and bullying;  
不道德或非法行为，如行贿或收受钱财、礼品或经济利益并对他人提供个人便利作为交换，暴力行为、暴力威胁以及霸凌；
- Engaging in activities prohibited by law or activities in breach of any legal or contractual obligations, for example, failure to perform any material terms of any contracts or agreements without any lawful reason;  
参与法律禁止或违反法定或合同义务的活动，例如：在无合法理由的情况下，不履行合同或协议的重要条款；
- Trading in listed CAO shares and/or its subsidiaries (if applicable), whilst in possession of material confidential price sensitive information including procuring or providing such information to, any third party to deal in such shares;

在掌握重大的价格敏感性机密信息的情况下，交易 CAO 和/或其子公司（若适用）上市流通的股票，包括从第三方处获取或向第三方提供此类信息，以进行股票交易；

- Misuse of the CAO's computers and/or internet access including downloading and sending, information which will infringe third party's copyright or information that will be insulting or offensive to a third party or likely to cause damage directly or indirectly to CAO; or  
滥用公司计算机和/或互联网接入，包括下载和发送会侵犯第三方版权或会对第三方造成侮辱或冒犯的信息，或可能对 CAO 造成直接或间接损害的信息；或
- Engage in activities or practices that will pose a danger to the health and safety of another employee or any third party, or any activities that will be hazardous or damage the environment.  
参与会对其他员工或任何第三方的健康和安全造成威胁的活动或行为，或参与会对环境有害的活动。

## 5. Investigating Committee 调查委员会

- 5.1 The Investigating Committee comprising the following has been set up to facilitate the reporting of incidents and the handling of information or evidence on matters giving rise to whistle blowing:  
已设立调查委员会来辅助举报人进行举报，处理举报信息或证据。调查委员会由以下成员组成：

- a) General Counsel & Head of Legal/Company Secretary;  
总法律顾问兼法律部主管/公司秘书；
- b) Head of Human Resource & Administration; and  
人事行政部主管；及
- c) Head of Risk Management.  
风险管理部主管。

The contact numbers and email addresses of the aforesaid persons can be accessed from CAO's intranet under "Phone Directory" or from CAO's website, [www.caosco.com](http://www.caosco.com).  
上述人员的联系电话和电子邮箱地址可从公司内部网络的“通讯录”或 CAO 的外网 [www.caosco.com](http://www.caosco.com) 中获得。

In addition, employees can also have direct access to the Chairman of the Board, Mr. Lin Wanli at DID +86 10 59890868 or by email at [linwanli@cnaif.com](mailto:linwanli@cnaif.com) as well as the Chairman of the Audit Committee, Mr. Ang Swee Tian at mobile phone +65 9666 8900 or by email at [sweetian1111@gmail.com](mailto:sweetian1111@gmail.com).

此外，员工还可直接拨打直线电话+86 10 59890868 或发送电子邮件至 [linwanli@cnaif.com](mailto:linwanli@cnaif.com) 向董事长林万里先生举报；以及拨打手机+65 9666 8900 或发送电子邮件至 [sweetian1111@gmail.com](mailto:sweetian1111@gmail.com) 向审计委员会主席汪瑞典先生举报。

## 6. Reporting System and Handling Procedures 报告系统和处理程序

- 6.1 A sound reporting system and handling procedures that instills confidence in employees and External Parties' staff and promotes trust in the integrity and effectiveness of the same is vital to the successful design and operation of the Policy. CAO will employ the following mechanisms to facilitate the reporting of incidents and the handling of information or evidence on matters giving rise to whistle blowing:

完善的报告系统和处理程序可以构筑内部员工和外部相关方员工的信心，提升诚信和效率，对政策的成功设计和实施至关重要。CAO 会实施以下体制，促进事件的报告和信息及举报证据的处理：

- 6.1.1 ***Discreet & Confidential Disclosure.*** Anyone with concerns regarding matters covered by this Policy should report to any member of the Investigating Committee, such concerns in writing in the prescribed form (see Annex I), specifying (i) his or her full name and contact details; (ii) the background and history of the concern; (iii) the reasons for the concern (giving dates where possible); and (iv) whether he or she has any person interest in the matter, to any of the aforesaid persons via mail or electronic mail. If a verbal report is made to any of the aforesaid persons, a report in writing incorporating the aforesaid details should be submitted as soon as possible.

**谨慎保密的披露。** 任何人有本政策下的举报事项，应以规定格式（见附件 I）向调查委员会的成员以书面形式呈交举报，表明（1）其全名和联系信息；（2）举报事件的背景和历史；（3）举报原因（可以的话，提供具体日期）；以及（4）举报人本人在此事件中是否拥有个人利益。如果口头向上述任何人士进行举报，应尽快补交一份涵盖上文要求细节的书面举报。

- 6.1.2 Upon receipt of the written report on concerns relating to matters covered under this Policy, the Investigating Committee will look into the concerns and make an initial assessment on the action to be taken. This may involve the Investigating Committee making a preliminary study and then deciding whether there are grounds for proceeding further with the matter. In the event that the Investigating Committee decides that the reported concerns are to be dealt with under the Policy, a proposal for a formal investigation on the reported concerns is to be submitted by the Investigating Committee to the Chief Executive Officer/Executive Director ("**CEO/ED**"). The CEO/ED will determine whether the reported concerns constitute a matter to be investigated under the Policy. Where the reported concerns relate directly or indirectly to the CEO/ED, the Investigating Committee shall have the absolute discretion to decide whether there are grounds to proceed further with the matter.

收到本政策下的书面举报后，调查委员会将调查该举报并就所需行动进行初步评估。其中包括调查委员会初步研究并决定是否有充分理由进行进一步调查。如果调查委员会决定依本政策来处理，那么调查委员会应向首席执行官/执行董事递交一份正式调查的提案。首席执行官/执行董事将决定该举报是否在本政策的覆盖范围内。如果举报与首席执行官/执行董事有直接或间接的联系，调查委员会可全权决定是否有足够理由来进一步调查该举报。

- 6.1.3 Within two (2) weeks of a concern being raised, the whistle blower will be informed on (i) who would be handling the matter; (ii) whether further assistance would be needed from the whistle blower; and (iii) how the reported concerns might be best handled.

在收到本政策下书面举报后的 2 周内，将向举报人通报以下事宜（1）举报事件处理人；（2）是否需要举报人提供进一步支持；以及（2）举报事件的处理方式。

- 6.1.4 The Investigating Committee will oversee all investigations to ensure that the reported concerns and the employees involved are treated fairly and equitably. The Investigating Committee will be headed by the General Counsel & Head of Legal/Company Secretary for the purposes of conducting the investigation(s). The Investigating Committee will be able to access external legal support and advice regarding the matters under investigation(s).

调查委员会将监督所有调查，确保举报事件和涉及的员工得到公平、公正的对待。调查委员会由总法律顾问兼法律部主管/公司秘书负责主持调查工作。调查委员会可就所调查事项寻求外部法律支持和建议。

- 6.1.5 All reports of incidents, including information or evidence provided, on matters relating to this Policy will be handled promptly, thoroughly and discreetly by the Investigating Committee and every effort will be made to maintain confidentiality of the information provided, to the extent permitted by law. Any investigation undertaken by the Investigating Committee should not take longer than three (3) months to complete from the date of receipt of the written report on concerns relating to matters covered under the Policy. While the Investigating Committee will adhere to the indicated timeline, the nature of some serious reported concerns may require the investigation to take longer than three (3) months. In these circumstances, all parties will be kept informed of the progress.

所有举报事件，包括依据本政策提供的信息或证据，将得到调查委员会的立即、全面和谨慎地处理，并将在法律允许范围内尽一切努力为信息保密。调查委员会的调查时间不应超过 3 个月（自收到书面举报之日算起）。除非一些举报事项性质严重，可能会需要 3 个月以上的时间进行调查，否则调查委员会需遵守 3 个月的调查时间限制。在调查过程中，要向相关方随时通知调查进展。

- 6.1.6 Where the reported concerns relate directly or indirectly to any one member of the Investigating Committee, that member of the Investigating Committee shall abstain from participating in the investigations or deliberations relating thereto.

如果举报事项与调查委员会的任一成员有直接或间接关联，该成员将回避相关的调查或审议。

- 6.1.7 The Investigating Committee will submit its findings on the investigation(s) (“Investigation Report”) to the CEO/ED for review and concurrence. The Investigation Report will include: (i) whether disciplinary action be taken against any employee; (ii) whether changes should be recommended to any existing standard operating procedures and/or policies; (iii) whether any other action should be recommended.

调查委员会将向首席执行官/执行董事呈交其调查结果（简称“调查报告”），供首席执行官/执行董事审议批准。调查报告包括：（1）是否要对员工采取处罚性措施；（2）现有的标准运营程序和/或政策是否需要调整；（3）是否要采取其它措施。

- 6.1.8 The CEO/ED will decide on the merits of each case and whether any courses of action or recommendations submitted by the Investigating Committee are appropriate. Where the reported

concerns relate directly or indirectly to the CEO/ED, the Investigating Committee shall have the absolute discretion to proceed further with the matter.

首席执行官/执行董事将根据具体情况做出判断，并决定调查委员会所建议的行动或意见是否恰当。如果举报事项与首席执行官/执行董事直接或间接相关，调查委员会可全权决定是否继续推进该举报。

- 6.1.9 A final Investigation Report is to be prepared by the Investigating Committee and submitted to the Audit Committee. The Audit Committee will consider the recommendations and determine what action, if any to take. The Investigating Committee will also give a response in writing to the whistle blower who submitted the reported concerns as soon as possible after the completion of the investigation. This response will include the outcome of the investigation and what action, if any, is to be taken, although precise details may not be given where there are legal constraints, or where there are commercial reasons for not doing so.

调查委员会将准备一份最终调查报告并递交审计委员会。审计委员会将考虑调查委员会的建议，并决定需要采取何种行动。调查委员会将在调查完成后第一时间书面回应举报人。回应内容包括调查结果和所要采取的行动（若有），但可能由于法律限制或出于商业考虑，此时不便透露细节。

- 6.1.10 The Investigating Committee will submit a register of all reported concerns to the Audit Committee for information on a quarterly basis, if it receives any reported concerns during the quarter concerned, and such register shall include (i) details on any reported incidents, (ii) details on concerns raised since the last report, if any; (iii) the status of all pending and ongoing investigations; and (iv) the outcome of all concluded investigations and any action taken or to be taken as a result of such reported concerns and investigations.

如果当季收到任何举报，调查委员会将向审计委员会递交一份举报记录，进行信息通报。

记录内容包括：（1）所有举报的细节；（2）自上次报告后收到的举报事件（若存在）；

（3）所有未决及进行中的调查情况；以及（4）所有已完成的调查结果，以及针对该举报事件和调查已采取和待采取的全部措施。

- 6.2.1 ***Anonymous Disclosure.*** Whistleblower reports may be made anonymously. However, because of the inability of the Investigating Committee to interview anonymous whistleblowers and to evaluate the allegations, anonymous whistleblowers must provide sufficient corroborating evidence so that an investigation can be initiated. In the event that sufficient corroborating evidence is not available, the allegation will still be investigated if the Investigating Committee believes the allegation is serious enough to warrant “anonymous investigation”.

**匿名举报。**举报者可以匿名进行举报。但是由于调查委员会无法访问匿名举报者和评估举报事项，匿名举报者必须提供充分证据方便启动调查。在没有充分证据的情况下，若调查委员会认为举报事项严重，仍会批准开始“匿名调查”。

- 6.2.2 To facilitate this, CAO will implement the following processes:

为了完成上述事项，CAO 会实施以下操作：

- (i) Anonymous Disclosure Hotline  
匿名披露热线

CAO will provide, for the benefit of whistle blowers wishing to remain anonymous, the ability to make a disclosure to the Investigating Committee via the relevant Investigating Committee member's direct telephone line.

CAO 会为希望匿名的举报者提供披露方法，即通过相关调查委员会成员的直线电话向调查委员会进行披露。

(ii) Anonymous Registered Mail/Courier  
匿名挂号信/快递

CAO will take receipt of registered mail through the postal system that allows the whistle blower to remain anonymous by withholding their name and contact details. Registered mail should be sent to the Investigating Committee with an indication of "Private and Confidential" and "To be Opened by Addressee" on the envelope. This mail will be delivered to the Investigating Committee unopened.

CAO 可以通过邮政系统接收挂号信。通过此种方式，举报者不必透露姓名和联系方式。挂号信的信封上应标有“机密”和“收件人亲启”字样，寄送至调查委员会。挂号信会密封交付至调查委员会。

6.3 Where required by the Audit Committee of CAO, a summary report of any material case shall be provided to the Board of Directors of CAO for information.

CAO 的审计委员会可以要求就任何重大举报事件起草摘要报告，并呈交 CAO 董事会进行信息通报。

6.4 Appropriate and fair disciplinary actions including dismissal will be meted out by CAO against those who are found guilty. In instances where the relevant laws have been infringed, CAO will report such infringement to the relevant regulatory authorities. The Audit Committee will also be informed of any follow-through measures (such as putting in place additional internal control measures and procedures) where necessary, to be undertaken by CAO to ensure that such incidents will not be recur.

CAO 将对被认定有不当行为的人员采取恰当而公平的惩戒行动，包括开除。如触犯相关法律，CAO 将向有关监管机构汇报。CAO 还将向审计委员会通报其将采取的所有必要后续措施（如制定额外的内部控制措施和程序），以确保该事件不会重演。

7. **Periodic Review of Reporting Systems and Handling Procedures**  
**报告系统和处理程序的定期回顾**

7.1 The Audit Committee may from time to time request that a review of the effectiveness of the existing reporting mechanisms and the handling procedures pertaining to whistle blowing arrangements be carried out by the internal auditors of the Company or an independent external party. The review may include the number and type of concerns raised, outcomes of investigations, feedback from individuals who have used the whistle blowing arrangements, complaints of victimization or failure to maintain confidentiality, relevant litigation, and awareness, trust and confidence in the whistle blowing arrangements. The outcome of the review shall be reported to the Audit Committee.



审计委员会可能会不时要求公司的内部审计或独立第三方对现有举报报告体制和举报处理程序的有效性进行回顾。回顾可能包括提出的疑虑数量和类型、调查结果、举报人的反馈、受害方投诉或未能保持信息机密的投诉、相关诉讼、举报意识、对举报系统的信任和信心。回顾结果将上报审计委员会。

## **8. Protection for CAO and Whistle Blowers** **对 CAO 和举报人的保护**

- 8.1 Information pertaining to any reported incident under this Policy will be kept confidential and restricted to the group of designated persons in charge of the investigation. This is to prevent unnecessary leakage of information which could result in potential legal suits if there was insufficient evidence to support the reported incident.

本政策下的举报信息将严格保密，仅负责调查的指定人士有权获得信息。这么做是为防止信息的不必要泄漏，如果最终没有足够证据证实所举报事件，信息泄漏可能引起法律诉讼。

- 8.2 To ensure that whistle blowers are not victimised, black-listed or discriminated by his/her superiors or fellow colleagues, whistle blowers can be assured that CAO will not reveal their identities or information leading to their identities being known. CAO views such victimization, black-listing or discrimination as a serious matter and will not hesitate to take disciplinary actions against those who are involved in such malpractices.

为确保举报人不被他/她的上级或同事迫害、列入黑名单或歧视对待，CAO 不会泄露举报人身份或会导致其身份曝光的信息，对此举报人可以放心。CAO 将此类迫害、列入黑名单或歧视对待行为视为情节严重事件，凡参与其中的人员将严惩不贷。

## **9. Approval and Review** **批准与审核**

- 9.1 This Policy will be reviewed periodically by the Legal Department in consultation with the Human Resource and Administration Department. Any recommendations for amendments to this Policy will be made to the Chief Executive Officer of CAO before submitting the same to the Audit Committee for approval.

本政策将由法律部定期进行回顾审核，法律部在回顾审核过程中可咨询人事行政部意见。对本政策提出的任何修改建议将先报送 CAO 首席执行官审批，之后呈交审计委员会审批。

**CHINA AVIATION OIL (SINGAPORE) CORPORATION LTD**

**中国航油（新加坡）股份有限公司**

**Whistle Blower Reporting Form**

**举报表格**

If you wish to submit a Whistle Blower Report, please complete this form and email to any of the following members of the Investigating Committee (i.e. General Counsel & Head of Legal/Company Secretary; Head of Human Resource & Administration; Head of Risk Management) at [www.whistle\\_blowing@caosco.com](mailto:www.whistle_blowing@caosco.com).

请填写本表并以电子邮件方式发送至 [whistle\\_blowing@caosco.com](mailto:whistle_blowing@caosco.com) 向调查委员会的成员（即总法律顾问兼法律部主管/公司秘书；人事行政部主管；风险管理部主管）进行举报。

Name 姓名: \_\_\_\_\_

E-mail Address 电子邮箱: \_\_\_\_\_

Telephone Number (s) 电话号码: \_\_\_\_\_

What is your association with China Aviation Oil (Singapore) Corporation Ltd?  
您与中国航油（新加坡）股份有限公司的关系？

☐ Employee 公司员工

☐ Seconded 公司外派

☐ Staff of contractor/supplier or other service provider  
公司承包商、供应商或其它服务提供商的员工

Please provide a description of the alleged improper activity with as much detail as possible.

(What is the nature of the alleged wrongdoing (e.g. fraud, theft, conflict of interest)? (For examples of activities giving rise to whistle blowing, please refer to the Whistle Blowing Policy.)

请尽可能详细地描述所举报的不当行为。

（该行为本质是什么，如欺诈、盗窃或利益冲突）（对于引发举报的事件例子，请参见《举报政策》）

When did the improper activity occur (provide exact dates/times where possible)? How did the subject carry out the activity?

不当行为发生时间（请尽可能提供具体日期和时间）？举报对象如何开展此不当行为？

Name(s) of organizations/individual employees (s) involved in the activity

涉及的组织/员工姓名

Where did the alleged improper activity occur (provide specific location where possible)? Is it ongoing? How frequently has it occurred?

事件发生地点（尽可能提供详细地点）？该不当行为是否仍在继续？发生频率？

How did you become aware of the alleged improper activity? Can anyone else corroborate the improper activity being reported and how can they be contacted?

您如何得知该不当行为？是否还有其他人可以证实该行为？若有，请提供联系方式。

Do you have any personal interest in the matter?

您在本举报事件中是否拥有个人利益？

\_\_\_ Yes 是

\_\_\_ No 否

Please list any documentation you are aware of which supports your allegation<sup>1</sup>.

请列出支持举报的文件名称<sup>1</sup>。

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<sup>1</sup> Be mindful you are not requested to investigate the matter. In providing information, the whistle blower is not to conduct any investigation or obtain evidence for which he or she does not have any right of access. Doing so may constitute a violation of CAO policy.

注意：您无需对所举报事件进行调查。在提供信息过程中，举报人不必开展任何调查活动，或对于其无权获得的证据进行取证。若您违背本注意事项，可能会违反 CAO 的政策。