Aparajeyo-Bangladesh: Fraud/Corruption Prevention and Investigation Policy

**Incident Reporting Form**

Please complete the incident details immediately (within two working days) on becoming aware of an incident/loss and send to [info@aparajeyo.org](mailto:info@aparajeyo.org) (AB) or [eric@aparajeyo.org](mailto:eric@aparajeyo.org) (DP)

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| --- | --- |
| **DETAILS OF INCIDENT** | |
| Project name (if any) |  |
| Date of incident |  |
| Types of incidents (Fraud / Child Protection / Theft / Accident etc.) |  |
| Description of incident/allegation |  |
| Name of all persons involved in the incident (Identify whether victim, witness, alleged perpetrator, other) |  |
| **DETAILS OF ACTIONS** | |
| Details of actions immediately taken |  |
| Details of further actions to be taken |  |
| Details, if any, support is required from AB |  |
| Estimated loss (if any) |  |
| Other comments (if any) |  |

Prepared by (Name & position):

Date: