

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)

<b>DETAILS OF INCIDENT</b>	
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)	
<b>DETAILS OF ACTIONS</b>	
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: