

IQMCINDIA Certification Pvt Ltd

EMPLOYEE INTEGRITY DECLARATION FORM

This form is designed to document any integrity-related incidents or non-compliance encountered by IQMCINDIA employees during their professional duties. It aims to ensure transparency and accountability, upholding the highest standards of ethical conduct.

Full Name		Office:	
Factory Name		Client	
Factory Address		Date of Job:	
Job Report No.			

1. Declaration of Facts:

I, the undersigned, declare the facts honestly as follows:

Section	Please declare if benefits offered ✓	Yes	No	Explain details
A	Meals	<input type="checkbox"/>	<input type="checkbox"/>	
B	Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
C	Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	
D	Money	<input type="checkbox"/>	<input type="checkbox"/>	
E	Gifts	<input type="checkbox"/>	<input type="checkbox"/>	
F	Other Benefits	<input type="checkbox"/>	<input type="checkbox"/>	

2. Category of Integrity Non-Compliance:

Please select the appropriate category:

- Realized Bribery: Actual bribery occurred, and the employee left with a benefit.
- Attempted Bribery: Bribery was offered but was refused or returned by the employee.

3. Details of Integrity Non-Compliance

- **Time of Incident:** _____
- **Location of Incident:** _____
- **Name/Title of Persons Offering the Benefits:** _____
- **Description of How Benefits Were Offered and Communicated:** _____
- **Details of the Benefits Offered:** _____
- **Employee's Response to the Offering:** _____
- **Reaction of the Person Offering the Benefit:** _____
- **Names of Other Individuals Present During the Incident:** _____
- **Reporting of the Incident (To whom, when, and how):**
 - **Who:** _____
 - **When:** _____
 - **How:** _____
- **Additional Details:** _____

Signature of Auditor:

Reviewed By:
(Signature)

Date of Review:

- **This document serves as an official record of the incident and is crucial for maintaining the integrity and ethical standards of IQMCINDIA Certification Pvt Ltd. It should be completed and submitted promptly following any incident of non-compliance.**

IQMCINDIA CERTIFICATION PVT LTD

FOR MORE INFORMATION DO VISIT-: www.igmcindia.com

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