



Reporting Form – Akademiska Hus reporting feature – flag suspect irregularities

THIS FORM CAN BE USED TO NOTIFY AKADEMISKA HUS REGARDING A REPORT OF CONCERN, INAPPROPRIATE BEHAVIOUR, SUSPICION OF CORRUPTION AND/OR VIOLATIONS OF HUMAN RIGHTS AND LABOUR CONDITIONS AMONG AKADEMISKA HUS SUPPLIERS.

If you suspect corruption, criminal activities, or have experienced inappropriate behavior by our suppliers, you are welcome to report it to Akademiska Hus.
The Akademiska Hus reporting mechanism for suppliers can be used by:

- Akademiska Hus’ customers, suppliers, partners, and their employees.
- Individuals supported by, affected by, or involved in operations conducted by Akademiska Hus.

HOW TO FILE A COMPLAINT, REPORT A SUSPICION, OR REPORT AN IRREGULARITY:

- Use the digital form which can be found at akademiskahus.se
- Complete the Word form below and send it via email to leverantorsradet@akademiskahus.se.
(Alternatively, print the Word document and send it by post or through the link on Akademiska Hus’ website).

RESPONSES TO REPORTED SUSPICIONS AND INCIDENTS

Akademiska Hus will respond to your report within 30 days.

For more information about Akademiska Hus’ reporting mechanism for suppliers, refer to the detailed document “Instruction – Akademiska Hus Reporting Mechanism for Suspected Irregularities.”

CONTACT AND CONFIDENTIALITY

Reports will remain confidential and will not be disclosed to the public or to the individual/organization concerned.

Reports are handled by a small, designated team within Akademiska Hus. For further details, refer to the “Instruction – Akademiska Hus Reporting Mechanism for Suppliers.”

Dokumentnamn: Form – reporting feature – flag suspect irregularities	Dokumentidentifikation Process Dok.typ Bolag	Fastställd av: Robin Sjögren	Datum 24-12-02	Sida 1/3
Dokumentägare: Robin Sjögren	Författare: Alice Bocké	Revidering:	Datum	Rev.



INFORMATION

Please provide the following information. Even if you wish to remain anonymous, we encourage you to include contact information to facilitate the handling of your report. Reports without any contact information will be treated as valuable feedback but do not guarantee actions will be taken.

First name	
Last name	
Email	
Phone number	
What is your role in submitting this case	

Case

Please describe the case related to your complaint as thoroughly as possible.

Date (When did it happen?)	
Place (Where did it happen?)	
Incident (What happened?)	
If applicable, estimate the amount of money involved in the corruption or misuse.	
Causes (what possible factors contributed to the incident)	
Involved individuals or parties	

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Consequences (what did it lead to/could it lead to)
Additional comments

Actions

If you have an opinion, what type of investigation would you like us to conduct?
In your opinion, how could the incident/case have been prevented and/or resolved?
In your opinion, how could the incident/case have been prevented and/or resolved?

Other

If you wish to provide additional information or comments about the incident/case, please include them below. Kindly specify if you prefer feedback on the case in a particular manner.

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