 al kout industrial projects الكوت للمشاريع الصناعية	COBC Complaint Form Self-identification/Anonymous Form		HR-XX-PO-003-A-6
Documents linked to the annexure	HR-XX-PO-003		

COBC Complaint Form

Self-identification/Anonymous Form

Part 1 – Your Information (Reporter)

Your selection of one of the filing options below implies you have reviewed the information and understand the choice you are making. Please keep in mind that your decision to elect anonymity may limit our ability to conduct an inquiry, or to appropriately address your issues. In the event we need to contact you for additional information or clarification, please consider providing your name and/or contact information to allow for follow-up contact if needed.

- I choose to provide my complaint anonymously. ☐
- I choose to be self-identified. ☐
- I choose to be self-identified only to the COBC committee. ☐

If you wish to submit an anonymous complaint, do not use this section.

Reporter Name:	
ID:	
Email ID:	
Tel/Mobile:	

Part 2 – Allegation Details

Use this section to clearly describe your complaint.

IDENTIFY THE SUSPECT(S) – WHO COMMITTED THE ALLEGED WRONGDOING?


Suspect Name:					
Department:					
Violation Title:					
Time, Date and Place Violation:					
When were you aware of the problem:					
Suspect Status:	Direct Employee		Contract Employee		Others

Part 3 – Required Information

What did the suspect(s) do or fail to do was wrong?

Mobile/WhatsApp: 00965 9711 6916
Email : COBC@alkoutprojects.com

Post letters to: COBC Team, Al Kout Industrial Projects, P.O.Box: 181, Ali Sabah Al Salem, 65000, Kuwait

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Any attachments attached

Yes ☐

No ☐

Specify the additional documents attached.

Part 4 – Certifications

☐ I certify that all of the statements made in this complaint are true, complete, and correct, to the best of my knowledge.

Name	Signature	Date

Mobile/WhatsApp: 00965 9711 6916

Email : COBC@alkoutprojects.com

Post letters to: COBC Team, Al Kout Industrial Projects, P.O.Box: 181, Ali Sabah Al Salem, 65000, Kuwait