

Reporting Form¹

Date: DD/MM/YYYY

To: Japan Sport Council (JSC)

(1) About the person/party reporting ²	
1) Name	
2) Address	
3) Tel. No.	
4) E-mail Address	
5) Would you prefer to remain anonymous to the person/party to be reported? ³	Yes • No (Encircle one)
(2) About the person/party to be reported ⁴	
1) Name of the person/party to be reported	
2) Address and contact details of the person/party to be reported	
3) Information enable to specify the products, etc. procured by JSC for Tokyo 2020 Olympic and Paralympic Games ⁵	
4) Relationship between the person/party reporting and the person/party to be reported	(For example: employer and employee)

¹ Please provide accurate information in the required items. In case accurate information has not been provided, it may take time to confirm specific information to the person/party reporting, which is needed to start the process. Also it may not be possible to conduct an appropriate process if necessary information cannot be obtained.

² Legal name and contact details must be provided. This information will not be disclosed, unless ordered by law. It is possible to mention if the person/party reporting prefers to remain anonymous in the process.

³ Even if the answer is “No”, the information regarding the person/party reporting will not be disclosed to the public, unless ordered by law.

⁴ The “person/party to be reported” refers to the person/party that has committed (or facts that lead to doubts of) non-compliance with the Sourcing Code according to the submitted grievance/report.

⁵ E.g. type of products, product name, and name of manufacturer/distributor/seller. For products difficult to distinguish, please write the details of the products’ unique characteristics. Also, please write the time the product was manufactured/delivered, lot number, and other detailed information, (as possible).

(3) Detailed information about the negative impact(s) on the person/party reporting or negative impact(s) that has/have a probability of occurring in the future	
(4) Detailed facts of non-compliance ⁶ , and the provision within the Sourcing Code that is subject to the non-compliance	
(5) Causal relationship between the Sourcing Code non-compliance and negative impact(s)	
(6) Expected solution of the person/party reporting	
(7) Whether or not it corresponds to a case pending in another conflict resolution procedure or a case where procedures in the Grievance Mechanism is currently ongoing (if applicable, provide specific details)	
(8) About the agent	
1) Presence of the agent	Yes • No (If “Yes”, please proceed to Items 2) to 4) below)
2) Reason behind the need for the agent	
3) Name and contact details of the agent	(Name, Address, Tel. No., E-mail address of the agent)
4) Proof of authorisation	※ Please attach evidence that the person/party reporting authorizes the person/party to be his/her agent.

⁶ Detailed facts of non-compliance including information that can identify the non-compliance in the process of manufacture and delivery of procured products, etc. specified in (2) 3) above.

※ For reports of non-compliance, the dedicated form needs to be sent to the following email address or by post : soumu-ka@jpnsport.go.jp