

Reporting Form for the Grievance Mechanism for the Code of Sustainable Procurement (Example)¹

Date: XX/XX/XXXX

To: Japan Association for the International Horticultural Expo 2027, Yokohama

(1) Name, address, contact details (e.g. phone number, e-mail address) of person/party reporting²	
a. Name	XX XX
b. Address	XXX, XX-ku, Yokohama-shi, Kanagawa XXX-XXXX (postal code, if any)
c. Phone number	045-(XXX)-XXXX
d. E-mail address	XXXX@XXXX.or.jp
e. Would you prefer to remain anonymous in the process?	(Encircle one) Yes or <input checked="" type="checkbox"/> No
<p>In order to proceed with the process in the Grievance Mechanism, the real name and contact details of the person/party reporting must be provided. However, the person/party reporting can choose to remain anonymous during the process and to the person/party reported.</p>	
(2) Information about the person/party reported³	
a. Name	XXX Inc., XX XX
b. Address and contact details (Phone number, e-mail address)	XXX, XX-ku, Yokohama-shi, Kanagawa XXX-XXXX (postal code, if any) 045-(XXX)-XXXX XXXX@XXXX.or.jp
c. Relationship between the person/party reporting and the person/party reported	Employer and employee
<p>Please describe the person/party that has committed non-compliance with the Procurement Code.</p>	
(3) Information regarding the Procured Goods, etc. procured by the Association or exhibitors, etc.⁴	
a. Type and name of Procured Goods, etc.; name of manufacturer/distributor/seller of the Procured Goods, etc.; or unique characteristics of the Procured Goods, etc. for products difficult to distinguish only by their names	<p>Please include as detailed information as possible on the items listed below so that the Association can understand in which product manufacture (or service provision) the reported case occurred.</p> <ul style="list-style-type: none"> - Type of product (including licensed products), product name, name of manufacturer/distributor/seller - Product characteristics (e.g. colour, design, material) - Information on manufacturing/delivery timing, lot number, manufacturing location, manufacturing quantity, delivery destination (orderer), etc. - In the case of services, information such as type and name of the service, name of the provider, timing and place of provision, recipient (orderer), etc. <p>(It would be highly appreciated if the reporter describes why they think that the product or service reported here is related to procurement by the Association or an exhibitor, etc., or licensed product.)</p>
b. Time the product was manufactured/delivered, lot number, and other detailed information	

¹ Clarification may be required, if necessary information is missing in the Reporting Form.

² Real name and contact details must be provided. This information will not be disclosed, unless ordered by law. It is possible to remain anonymous in the process, if you so wish.

³ The “person/party reported” refers to the party/person that is believed to be in non-compliance (or facts exist that lead to suspicion of non-compliance) with the Procurement Code according to the submitted grievance/report.

⁴ Please provide as much detail as possible.

<p>(4) Detailed information about the negative impact(s) experienced by the person/party reporting or negative impact(s) that has/have a reasonable probability of occurring in the future</p>
<p>Please describe in detail the damage (negative impact) that is currently occurring, or is likely to occur with a high probability, to the reporter. If the reporter is not a party who is negatively affected, please describe who/what is (likely) subject to damage. (e.g. illegal drainage from the factory deteriorated the water quality in an adjacent river.) In any case, please provide any objective information that indicates the occurrence of damage.</p>
<p>(5) Detailed facts of non-compliance⁵ and the provision of the Procurement Code, based on which the non-compliance is claimed</p>
<p>Please describe as detailed as possible in what situation the non-compliance with the Procurement Code occurred. (e.g. when, where, what practice was conducted, in what kind of work/operation, by whom.) Also, please provide the records and materials that form the basis of the description to the extent possible.</p>
<p>(6) Causal relationship between the Procurement Code non-compliance and negative impact(s)</p>
<p>Please explain how the descriptions of (4) and (5) above are related. (e.g. Due to child labour practiced by the company, the children cannot go to school, missing their chance of education.)</p>
<p>(7) Solution expected by the person/party reporting</p>
<p>Please state what kind of improvement the reporter expects to be taken by the reported party, in order to remedy the damage (negative impact) described in (4) above.</p>
<p>(8) Record of dialogue with the person/party reported⁶</p>
<p>Please describe the dialogue with the person/party reported by referring to footnote 6.</p>
<p>(9) Whether or not it corresponds to a case pending in another conflict resolution procedure or a case where procedures in the Grievance Mechanism are currently ongoing (if applicable, provide specific details)</p>
<p>If a procedure is being proceeded through another mechanism for the case you are reporting, such as through a trial or consultation mechanism within a company, please describe the situation.</p>

⁵ Detailed facts of non-compliance including information that can identify the non-compliance in the process of manufacture and delivery of Procured Goods, etc. specified in (3) above.

⁶ In order to encourage voluntary conflict resolution among parties concerned, the person/party reporting is asked to make efforts to have a dialogue with the person/party reported prior to submitting a grievance/report. For this purpose, please specify the concrete actions of the person/party reporting towards a dialogue with the person/party reported, such as details about date and time, counterparts, and response/action taken. However, if it is not possible to have a dialogue between the two parties, details of the circumstances must be indicated in the grievance/report.