

## BTN SIIPS

### Lembar Muka Pelaporan

1. Fax: +62 21 5092 8883; atau

Kotak Pos:  
BTN SIIPS  
P.O. Box 2828  
JKP 10028

2. Harap menyatakan jumlah halaman (termasuk lembar muka ini):

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3. Harap menyatakan nomor identitas unik anda yang telah diberikan oleh BTN SIIPS (hanya ada apabila anda pernah membuat laporan sebelumnya):

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**Silakan membuat laporan dengan memberi informasi selengkap mungkin.**

Penjelasan singkat:

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Penjelasan:

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Kejadian pelanggaran apa yang hendak dilaporkan?

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Dimana dan kapan kejadian ini terjadi?

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Siapa nama dan jabatan terlapor?

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Apakah ada orang lain yang terlibat? (Nama/Jabatan)

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Apakah ada saksi mata atas kejadian tersebut? (Nama/Jabatan)

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Bagaimana kejadian ini terjadi? (Jelaskan proses/kronologi)

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Apakah kejadian ini mengakibatkan kerugian secara finansial terhadap perusahaan?

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Berapa besar jumlah kerugian finansial yang diperkirakan, jika ada?

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Apakah kejadian ini pernah terjadi sebelumnya?

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Apakah terdapat dokumentasi atau bukti? (Siapa, Dimana)

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Apakah tindakan lanjut akan mengidentifikasikan anda sebagai orang yang melaporkan kejadian tersebut?

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Apakah anda telah melaporkan kejadian tersebut secara internal atau melalui saluran pelaporan lainnya?

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Apakah anda sudah berbicara dengan terlapor? Jika sudah, tanggapan apa yang dia berikan?

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Apakah anda telah melaporkan kejadian ini ke pihak yang berwajib?

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Apakah anda ingin memberikan nama anda? (jika ya, harap lengkapi nama anda)

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Di unit kerja manakah anda bekerja?

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Di lokasi manakah anda berada?

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