

Health, Safety, or Environmental Incident Reporting Form

Organization Details

Organization: Equity Group

Location where incident occurred: _____

Physical Address / Branch / Store Number: _____

City: _____

County /State/Province: _____

Zip/Postal Code: _____

Country: _____

Reporter Information

Relationship to the Company or Organization: _____

Do you wish to remain ANONYMOUS for this report?

Yes No

If you want Equity Group to know your identity, please complete the following:

Your Name

- First Name: _____
- Last Name: _____

Phone Number: _____

E-mail Address: _____

Best time for communication: _____

Report Category

Report Type: Actions Detrimental to Health, Safety and the Environment

Persons Involved

Please identify the person(s) engaged in this behaviour.

No.	First Name	Last Name	Title
1			
2			
3			

Management Involvement

Do you suspect or know that a supervisor or management is involved?

Yes No Do Not Know / Do Not Wish To Disclose

If Yes, who?

Awareness of the Issue

Is management aware of this problem?

Yes No Do Not Know / Do Not Wish To Disclose

Incident Details

Which EGH-supported project, activity, service or facility are you concerned about? If known, please provide the project name, location or any identifying details.

(Provide a general description only. Specific details can be provided later.)

Where did this complaint, grievance or concern occur?

(If the incident was observed in documentation or business transactions, please indicate this accordingly.)

Please provide the specific or approximate time this incident occurred:

Examples:

- Tuesday, May 3, 2025
- Two weeks ago
- Approximately a month ago

How long do you think this problem has been going on?

How did you become aware of this complaint, grievance or concern?

If Other, please specify:

Concealment of the Issue

Please identify any persons who have attempted to conceal this problem and the steps they took to conceal it.

Examples:

- Ignored it
- Changed documents
- Said it was not a problem
- Said they would look into it

Supporting Documentation

Supporting documents/files (if available):

Please list the support documents attached on email or enclosed on the report

File Name(s): _____

File Name(s): _____

Detailed Description of the Complaint, Grievance, Concern or Alleged Issue

Please provide all relevant details regarding the complaint, grievance, concern or alleged issue, including locations, witnesses and any other information that could assist in evaluating and resolving the matter.

Report Submission Channels - sustainability@equitybank.co.ke; telephone / hotline: 0763 000 000

Please see the link below for an alternative reporting channel, which allows anonymous reporting through the **Whistleblower Reporting Portal**. - [EthicsPoint - Equity Group](#)