1. Surat disampaikan ke :
2. Harap menyatakan jumlah halaman (termasuk lembar muka pelaporan) :

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1. Harap menyatakan nomor telepon anda (untuk menghubungi ada - apabila berkenan):

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Silahkan membuat laporan dengan memberi informasi selengkap mungkin (memenuhi 5W + 1H) dan disertai bukti yang cukup guna mempercepat dan mempermudah proses tindak lanjut.

Penjelasan Singkat:

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Penjelasan:

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Apakah kejadian yang ingin 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? (Nama/Jabatan)

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Bagaimana kejadian ini terjadi? (Jelaskan proses/langkah-langkah)

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Apakah kejadian ini mengakibatkan kerugian secara finansial terhadap perusahaan?

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Jika ada, berapa besar jumlah kerugian finansial yang diperkirakan?

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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 kepada pihak lain?

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Apakah anda sudah berbicara dengan orang itu? Jika sudah, saran apa yang dia/mereka berikan?

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Apakah anda telah melaporkan kejadian ini ke polisi/pihak yang berwajib?

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

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Di bagian unit bisnis manakah anda bekerja?

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