STEP-BY-STEP ONLINE REPORTING INSTRUCTIONS

Follow the steps below after selecting the **Whistleblowing platform** on the *Eswatini Bank* website.

1 OPEN THE REPORTING PLATFORM

Click www.whistleblowing.co.za. You will be redirected to the independent whistle-blower reporting platform in a new browser tab.

2 SELECT MAKE A REPORT

On the Whistle-Blowers platform, click Make a Report to begin your submission.

3 CHOOSE YOUR LANGUAGE

Select the language you would like to use to complete your report.

4 ENTER THE ORGANISATION DETAILS

Enter Eswatini Bank as the Organisation Name.

5 SPECIFY WHERE THE INCIDENT OCCURRED

Select Eswatini as the country (or Swaziland if that option is displayed). Where applicable, provide the location, branch, division, site, and department where the incident occurred.

6 DESCRIBE THE INCIDENT

Provide a clear description of:

- What happened?
- When it happened?
- How it happened?
- Who was involved?

Include as much relevant information as possible to assist the investigation.

7 ENTER THE DATE AND TIME

Provide the date and approximate time of the incident. If the incident occurred repeatedly, indicate when it started and how often it occurred.

8 IDENTIFY THE PARTIES INVOLVED

Provide the names, roles, employee numbers, company names, or any other identifying information of the individuals involved, affected persons, or potential witnesses, where known.

9 ATTACH SUPPORTING EVIDENCE

If you have supporting evidence, upload documents, photographs, screenshots, videos, or audio recordings that may assist the investigation.

10 CHOOSE HOW YOU WOULD LIKE TO BE CONTACTED

You may submit your report anonymously by creating a password or code name for future communication, or you may provide your contact details if you wish to be contacted during the investigation.