

ANNEX 6: INTERVIEW CONSENT FORM¹

Thank you very much for accepting the interview with us.

During the interview, we aim to understand the circumstances surrounding the incident reported to the company. We request your consent to gather the necessary information. This information includes:

- Your name (if a child, the guardian's name as well)
- Copies of your ID
- Contact information
- Working experience
- General information about the incident
- Other relevant data

This data will be utilised to determine the company's actions following the investigation and potentially to develop a remediation programme. All personal data will be handled confidentially and will not be shared with anyone not directly involved in the process. The individuals who will have access to your data are:

The FLR team members:

- (Name); (Position); (Phone number); (Email)
- (Name); (Position); (Phone number); (Email)

Top management of the company

- (Name); (Position); (Phone number); (Email)
- (Name); (Position); (Phone number); (Email)

Sharing information with other stakeholders will always be done only with your explicit consent.

By signing this form, you agree to the above terms. If you have any questions or concerns, please don't hesitate to let us know. You can contact (NAME); (POSITION), via (PHONE NUMBER) and/or (EMAIL).

Please feel free to contact us when you need to or feel that your rights, according to Malaysia's laws and regulations, are not respected. We will respond to your request within [30] days. Here is the contact information of the company's grievance handling team: **[Name and phone number]**

This form should be kept in two copies, one for the interviewer and one for the interviewee.

Signature of the worker:

Date:

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¹ This form can be used in situations where the interviewee is illiterate or unable to comprehend the meaning of the form. In such a situation, the interviewer could read out and explain the form and record the interviewee's verbal agreement.