**Integrity Non-Compliance**

<Date>

Dear <Name of customer>,

**Reference: Integrity Non-Compliance Incident**

We wish to bring to your attention an Integrity Non-Compliance Incident for services provided on your behalf as detailed below:

* Date of <**Audit/ Inspection**>:
* Name of the organisation:
* Address:
* Contact Person:
* <**Audit/ Inspection**> report number:
* <**Audit/ Inspection**> report: See attached
* Time of the incident:

One of the key tools we use to communicate to organisations our policy on Integrity is the Integrity Declaration Form together with a summary of our Integrity Compliance Policy which clearly communicates what is required by the organisation in order to comply with our program. These documents are provided to the organisations prior to work execution in order to seek their cooperation, understanding, and signature for the agreement to abide by the policy. **(Copy of the TÜV Rheinland (India) Pvt Ltd Integrity Declaration Form is attached.)**

We would therefore like to draw your attention to an Integrity Non-compliance reported by our employee as per the details below:

Organisation’s representative <**name and title**> was suspected to offer bribe to TUV Rheinland (India) Pvt Ltd auditor/inspector at <**time of incident**> in <**place of incident**> by providing <**details of the offering**> with saying <**if suspect tried to convince the auditor**>. TUV Rheinland (India) Pvt Ltd auditor/inspector <**what was the response**> and the factory representative <**reaction of the suspect**>. There were <**no. if any**> witnesses at the scene. The non-compliance issue was reported back to <**name and title**> at <**time of reporting**>. Our inspector/ auditor declared <**meal/ transportation, if any**>.

We believe your involvement is necessary to encourage your supplier to abide by our procedures and efforts to strengthen the integrity, trust and confidence within your supply chain. We appreciate and welcome any feedback from you related to this incident.

For any query, I am glad to provide further assistance and additional information. I can be reached by <phone> or <email>. For any information you want to pass to our independent Compliance and Risk Management team, you can contact <name> by <phone> or <email>.

Yours Sincerely,

<Signed name>

<Print name>