

Whistleblowing guidelines, Hei Verden

Right to report

All staff, both permanent and hired, who is made aware of unacceptable circumstances are encouraged to report on them according to these guidelines. External persons who have no connection with Hei Verden may also report any circumstances they find unacceptable. In such cases these guidelines apply insofar as they are appropriate.

Unacceptable circumstances are circumstances involving a breach of legislation, internal guidelines or ethical norms, e.g. bullying, sexual harassment, discrimination, drug abuse, a poor working environment, circumstances that endanger employees' lives or health, hazardous products, embezzlement, theft, fraud, corruption, breach of trust, etc.

Duty to report

- Employees have a duty to immediately report to employer and to the extent necessary other employees about any defects or hazards that could pose a threat to life or health unless you are able to remedy the situation yourself. Ref. aml § 2-3 nr. 2, bokstav b.
- Employees have a duty to report to employer of any harassment, bullying or discrimination at the workplace. ref. aml. § 2-3 nr. 2, bokstav d.
- Employees have a duty to notify the employer if an employee is injured at the workplace or contracts an illness you believe is due to his/her work or circumstances at the workplace. Ref. aml. § 2-3 nr. 2, bokstav e.
- Employees have a duty to notify the employer of any circumstances that could cause loss or injury to the employer, employees or the local environment.

Procedures for dealing with reports

- A report should include:
 - ✓ Date of your report.
 - ✓ The date and time if applicable, of the circumstances concerned
 - ✓ Exactly what you have observed

- ✓ The place where the incident occurred
- ✓ Other witnesses
- ✓ Any known previous incidents involving the same person(s).
- All reporting should follow internal lines, i.e. to the executive director or to the board. It is possible to be anonymous.
- All reports are to be taken seriously and investigated in a proper manner and any unacceptable circumstances found should be dealt with immediately.
- The whistleblower may choose to remain anonymous
- Reports are to be dealt with confidentially
- Retaliation towards an employee who uses the whistleblower system is prohibited by law.
- The whistleblower should be given feedback within reasonable time (unless he or she has chosen to be anonymous)
- If the employer chooses to pursue the report, the person who is being reported on should be informed on the content of the report so that he or she can give their version.

Contact information for “whistle-blowers”:

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