

Whistleblower

Reports

Written reports should contain the following information:

1. date of notification.
2. name of the reporting person.
3. address of the reporting person for postal contact and/or telephone number for telephone contact.
4. exact description of the facts to be reported.

Note: Anonymous reports are generally possible; however, for anonymous reports, it is not possible to ask questions about the facts of the case or to provide confirmation of receipt or feedback, which makes it more difficult to process the reports. As the top priority of the reporting office is the confidentiality of the reports received, anonymous reports should be avoided wherever possible.

Telephone reports are logged as accurately as possible by the reporting office staff and the log is then presented to the reporter for checking.

Personal meetings can be arranged if required.

Confirmation of receipt and feedback

If you have provided contact details, you will receive confirmation of receipt within seven days.

You will also receive written feedback (by post) within three months of the confirmation of receipt regarding the follow-up measures taken as a result of the report and the reasons for these.