



Guide to using the whistleblower system

WHISTLEBLOWER



**WHISTLEBLOWER
PARTNERS**

Support

Any questions regarding the use of the whistleblower scheme can be directed to Whistleblower Partners support at +44 151 808 1659.

Using the system – whistleblowers

Enter <https://nordicwhistle.whistleportal.eu/WhistleBlower/Form/465-339-2ef295f5fbd4499f8b131ccd89585812> in your browser.

By clicking the link, you will be taken to the following page.



The screenshot shows the Whistleblower Partners portal. At the top right, there is a 'Language' dropdown menu. The main header features the Whistleblower Partners logo, which consists of a stylized 'P' with a target-like center, followed by the text 'WHISTLEBLOWER PARTNERS'. Below the header, there are two main sections. The left section is titled 'Submit a new report' and contains the following text: 'If you have information about offenses or other serious matters that you wish to report, you can do so by reporting a case. Your report is completely anonymous and will be received and processed by a case manager who is not involved in the case. Thank you for your contribution!'. At the bottom of this section is a teal button labeled 'Submit a report'. The right section is titled 'Have you already reported a case?' and contains the text: 'You can communicate anonymously with the case manager or view your case by entering your case number here:'. Below this text is a grey input field. At the bottom of this section is a teal button labeled 'My case'. A link labeled 'I've lost my case number' is positioned below the input field.

You can then choose to either submit a new report (submit a report) or to continue an already existing report case (enter case number).

If you wish to continue an already existing case, you must use the case number that was shown when the report case was submitted. If you forget or lose the case number, you will have to start a new report case. In this case, you can try to refer to the already existing report case in the new report.

If you wish to submit a new report, you will be taken to the page where you can leave a message about the irregularities you have become aware of. Enter as much information as you can and in as much detail as possible. You can attach documentation if you have it.

Finish by pressing 'Send'.

Submit an irregularity

We recommend using a private or public network to submit this form to avoid any traces back to you.
Whistles will be sent automatically to the assigned employee within the organization.

Title: Test 2 for UK user guide

When did it occur?: Has taken place

Who is involved?: Project Manager

Where did it occur?: Online in London

Description and details: Fraud and tax evasion

Law

This field is optional

File upload: Der er ikke valgt nogen fil

Meta data is automatically removed from the following types of files: JPG, PNG, PDF, XLS, XLSX

In case the document is a different filetype we recommend that you convert the file into one of the filetypes or remove meta data yourself.

Note – after you press send you will now be shown a code (the case number) and asked to write it down. It is VERY IMPORTANT that you write down the code, as it is your only way of accessing your message and seeing the response from the 'case manager'. The code is your personal code and cannot be recreated.

Submit an irregularity



Your whistle has been received!

For anonymous communication moving forward, please use code:
JLYQVQS50B

This code is generated only once to secure your anonymity. Please make sure to write it down and store it in a safe place.

You can now logout using the menu at the left.

This code should be written down and saved. Use the code when you enter the system.

Enter <https://nordicwhistle.whistleportal.eu/WhistleBlower/Form/465-339-2ef295f5fbd4499f8b131ccd89585812> in your browser.

Insert the code (case number) and click “my case”.

Have you already reported a case?

You can communicate anonymously with the case manager or view your case by entering your case number here:

[I've lost my case number](#)

My case

You will then be taken to your case. Here you can add more information and check if you have received a response to your report. Messages from the 'case manager' are shown in the timeline on the right side of the screen.

Conversation

We recommend using a private or public network to submit this form to avoid any traces back to you.
Whistles will be sent automatically to the assigned employee within the organization.

Report ID: Z1QYV0YY4A

Title	Test 2 for UK user guide
When did it occur?	Has taken place
Where did it occur?	Online in London
Who is involved?	Project Manager
Description and details	Fraud and tax evasion
Law	

Whistleblower 15. sep 2021

Fraud and tax evasion

White on Black.png

Case Manager 15. sep 2021

I acknowledge receipt of fraud accusation - I will revert shortly

Description of Case Progress

Enter any new comments in the dialogue with the case manager here, then press submit reply.

Vælg filer | Der er ikke valgt nogen fil

Submit Reply

Meta data is automatically removed from the following types of files: JPG, PNG, PDF, XLS, XLSX

In case the document is a different filetype we recommend that you convert the file into one of the filetypes or remove meta data yourself.