

» Checklist «

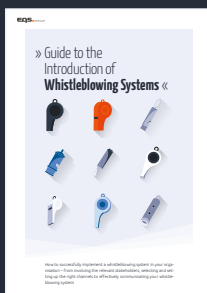
Get your company ready for the EU Whistleblower Directive

- Create the necessary conditions for the introduction of an internal whistleblower-system:**
 - Ensure an open corporate culture which is also supported by the management.
 - Ease employee concerns by showing that implementing a whistleblowing system does not involve placing everyone under general suspicion, but is there to help bring to light misconduct in the company.
 - Involve central stakeholders such as management, the works council or the human resources department in the decision-making process at an early stage.
 - Set up a process for handling reports.

- Define what your company requirements are in terms of an appropriate reporting channel for your business. For example, clarify which languages the whistleblowing system should be available in, whether external bodies (such as suppliers) should also be allowed to issue reports and which data protection requirements must be fulfilled.**

- Implement the reporting system:**
 - Define explanatory texts, FAQs and questionnaires.
 - Define access rights and escalation principles.
 - Test the finalized system.
 - Publish the system in all relevant places, such as in the Code of Conduct or on the Intranet.

- Develop a successful communication strategy:**
 - Define your campaign messages.
 - Choose appropriate media and channels for your campaign.
 - Repeat these communications activities regularly.
 - Also think what measures could be taken to help prevent misconduct occurring.



Learn more about how to set up a secure reporting channel in your company for employees and external persons and thus detect concerns at an early stage. In our new *“Guide to the Introduction of Whistleblowing Systems”*, we explain step by step how to create the necessary conditions, find and implement the appropriate reporting channel, and develop successful communication measures. **Download now for free:** go.eqs.com/guidewhistleblowingsystem