

**Template for informing employees**

[Dear employee]

We have introduced a whistleblower scheme that you can use if you suspect someone is violating our workplace rules. It may be a violation of the law, sexual harassment, or gross violations of internal rules. It could also be unethical behaviour, or other objectionable matters of a certain severity. The scheme is not to be used for minor matters, but for matters of a certain severity. For example, if you are bothered by other colleagues’ bad behaviour, go to your boss [or our HR department].

If you use the scheme, it is completely anonymous. No one will be able to find out who wrote the message.

It is important to us that our corporate culture is open, secure and trusting. For us, it is vital that violations of rules and unethical behaviour come to light, and are handled in a proper way. We want to run a company that not only complies with the rules, but is also characterised by strong values and high ethical standards. Who we are and how we behave is crucial to whether others trust us. Our customers, suppliers and partners, and the community of which we are a part.

It is important to emphasise that you can always contact [your immediate manager or others in management, the HR department, as well as the trade union representative] and share a suspicion or concern with that person, without your identity being disclosed to others. The whistleblower scheme should be seen as a supplement to this.