CHECKLIST

Before you report

Ten points to go through before you speak up about wrongdoing at work.

For employees, hired-in workers and others who want to speak up · 10 points

1 Is it whistleblowing?

- [ ] 1 It concerns wrongdoing, such as breaches of laws, rules, guidelines or ethical norms (section 2 A-1).
- [ ] 2 If it only concerns your own employment, such as pay or tasks, it is as a rule not whistleblowing. Raise it as an ordinary matter with your manager or union representative.

2 Who can you report to?

- [ ] 3 You can always report internally, for example to your manager, the whistleblowing channel, a safety representative or a union representative (section 2 A-2).
- [ ] 4 You can always report to public authorities, such as the Labour Inspection Authority (section 2 A-2).
- [ ] 5 Stricter conditions apply to the media and the public. Check them before you go that way.

3 Before you send

- [ ] 6 Write down what happened, when, where, who was involved, and how you know.
- [ ] 7 Attach documentation you have lawful access to. Do not retrieve information you do not have access to.
- [ ] 8 Decide whether to report with your name or anonymously. If you report anonymously in a digital channel, you can usually answer questions without revealing who you are.
- [ ] 9 Keep the receipt or code so you can follow the case.

4 Your protection

- [ ] 10 Punishing you for reporting in line with the law is prohibited (section 2 A-4). If you experience retaliation, speak up, preferably with help from a union representative.