CHECKLIST

Whistleblowing procedure

Go through your whistleblowing procedure point by point: does it meet the law, is it easy to understand, and do employees know it exists? Tick the boxes here, or download the PDF..

For employers, HR, managers and safety representatives · 16 points

1 The legal requirements LEGAL REQUIREMENT

- [ ] 1 The business regularly employs at least five employees and has written procedures for internal whistleblowing. Smaller businesses must also have them if conditions call for it (section 2 A-6).
- [ ] 2 The procedure was drawn up together with the employees and their union representatives (section 2 A-6).
- [ ] 3 The procedure encourages employees to report wrongdoing.
- [ ] 4 The procedure describes how to report: how, and to whom.
- [ ] 5 The procedure describes how reports are received, handled and followed up.

2 Content that makes the procedure usable GOOD PRACTICE

- [ ] 6 Named recipients, plus a backup if the report concerns the recipient or top management.
- [ ] 7 It says that reports can be anonymous, and how the dialogue works then.
- [ ] 8 It says that employees can always report to public authorities and through a union representative (section 2 A-2).
- [ ] 9 The ban on retaliation is explained in plain words (section 2 A-4).
- [ ] 10 The whistleblower is told when to expect an acknowledgement and feedback.
- [ ] 11 It says who can see the information in a case, and how long it is kept.
- [ ] 12 It says how the employer makes sure the whistleblower has a fully satisfactory working environment (section 2 A-3).

3 Make the procedure known GOOD PRACTICE

- [ ] 13 Every employee can easily find the procedure, for example on the intranet and on a whistleblowing poster.
- [ ] 14 New employees are told about the procedure when they start.
- [ ] 15 Managers know what to do when someone reports to them verbally.
- [ ] 16 The procedure is reviewed regularly, for example once a year and after every closed case.