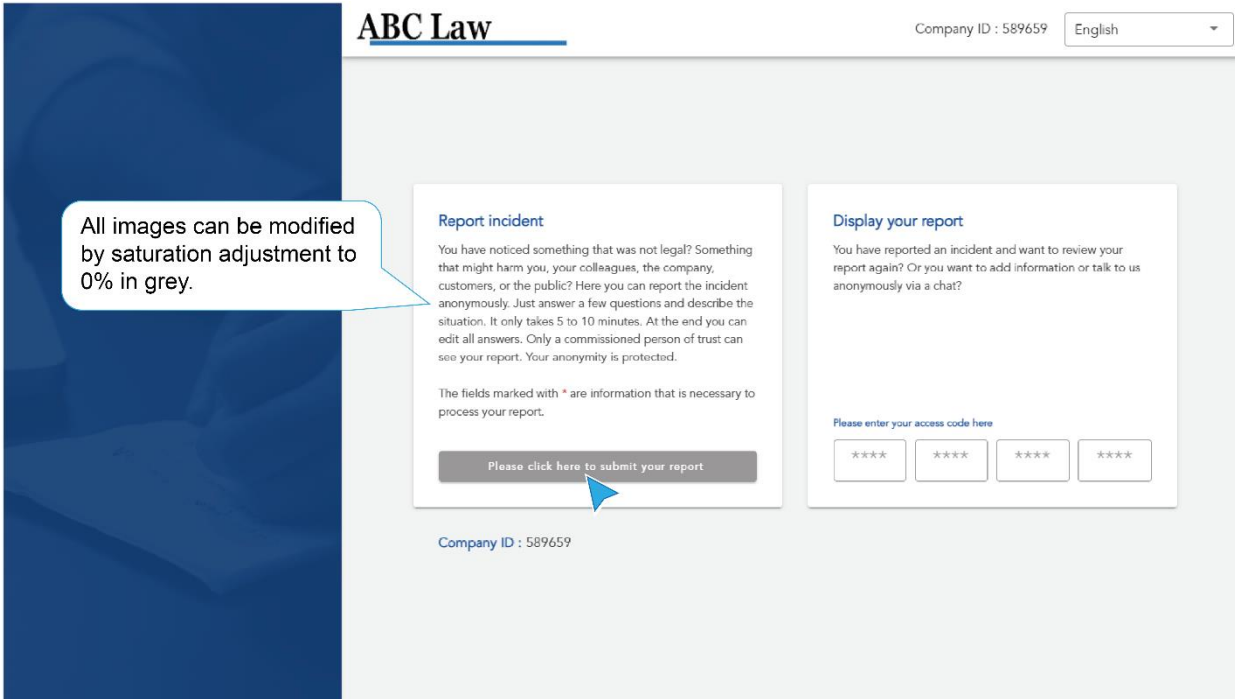# LegalTegrity

Report an incident and stay informed about the consequences

In this guide, we will be using a fictional example to show you how you can use our whistleblower solution for reporting an incident and how you can remain in contact with the case manager afterwards and find out about all the steps taken - completely anonymously.

1. This is how you get to the questionnaire:

- To report an incident, click on the blue button. The system will now guide you to a short questionnaire.

- You will remain anonymous and creating a report only takes about 10 minutes.

2. The questionnaire

- To handle your report, it is important to know which category the incident falls into. Select an appropriate option or select "Other" if none of the options seem appropriate for you.

- Clicking on "Continue" always takes you to the next question. At the end you can check all the information again.

- Please describe the incident as precisely as possible in the free text field. Please mention everything that could be important for the clarification of the incident.

- Make sure that your description does not allow any direct conclusions about you as a person.

- You can correct your answers at any time by clicking on the "Back" button.

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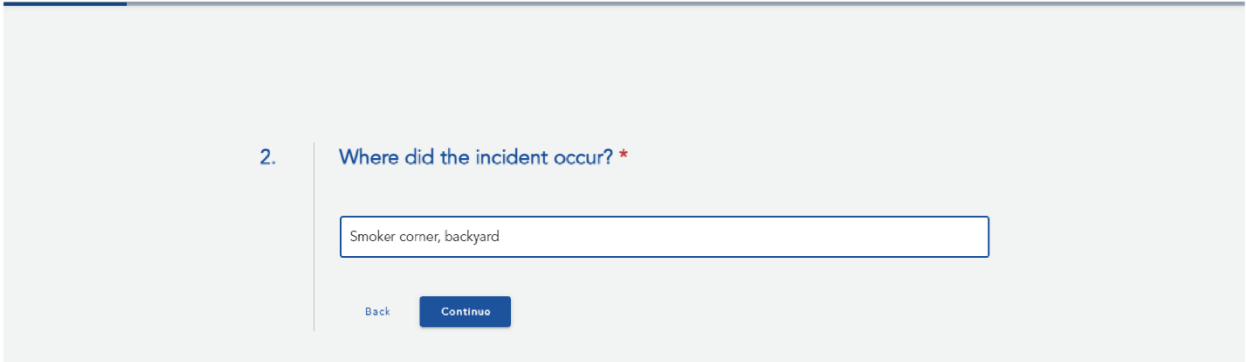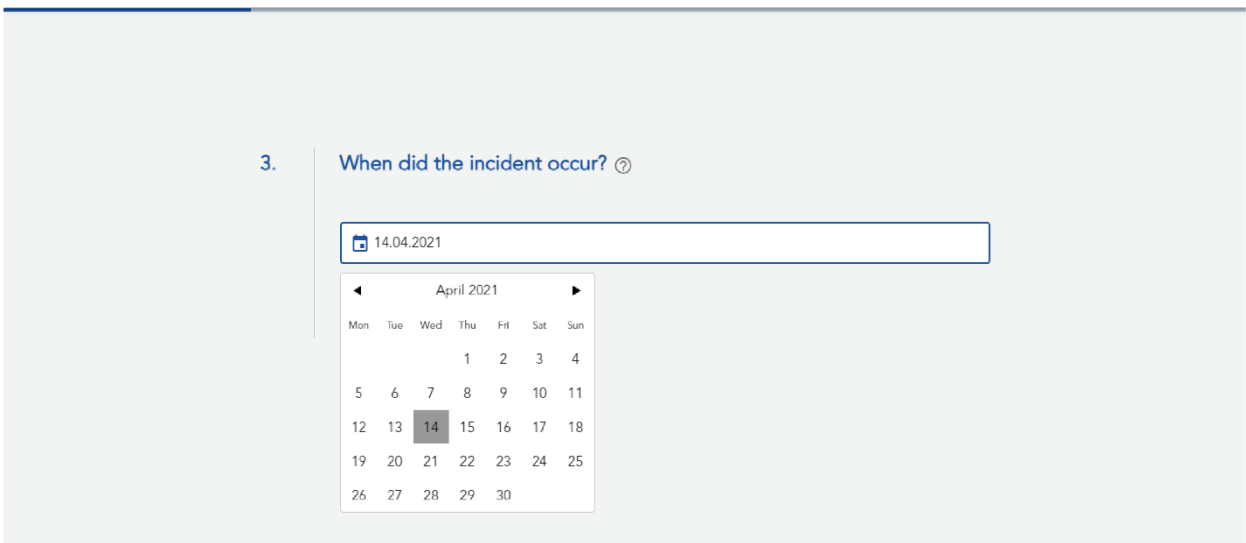◆ In order to clarify the incident, it is important to be as specific as possible about where it happened. For example, you can name the room, floor or department, or the location of the company where it happened.
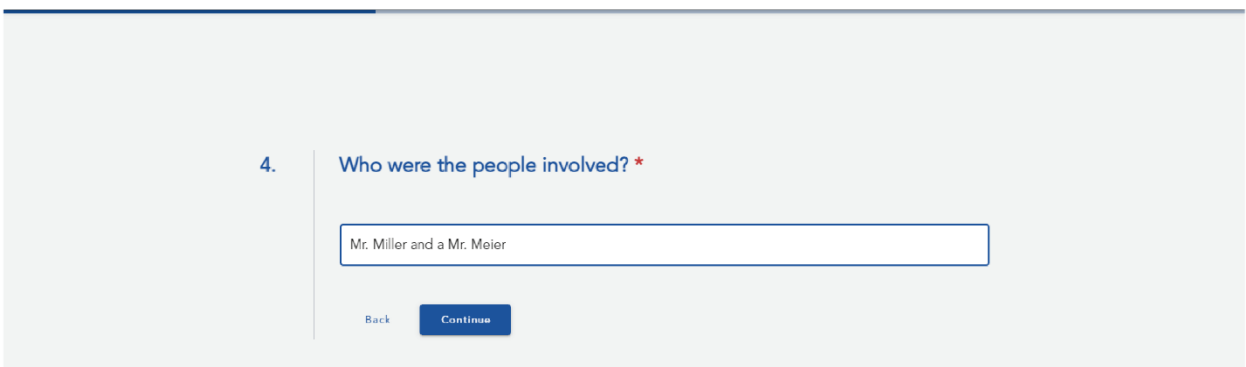
◆ You can enter the date via the calendar symbol. If the incident has been repeated several times or has occurred over a longer time, you can add this in a later free text field.
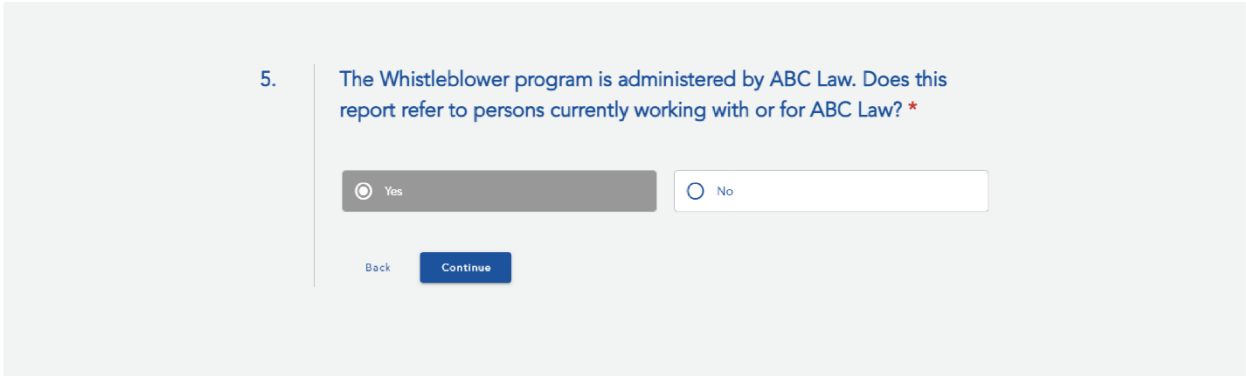
◆ Please also specify who was involved in the incident.

![LegalTegrity logo]

- The company must only follow up on reports involving people who are in some way connected to the company, whether as an employee, temporary worker, trainee, or similar; or as a service provider, supplier or customer. Please indicate here if such a connection exists.
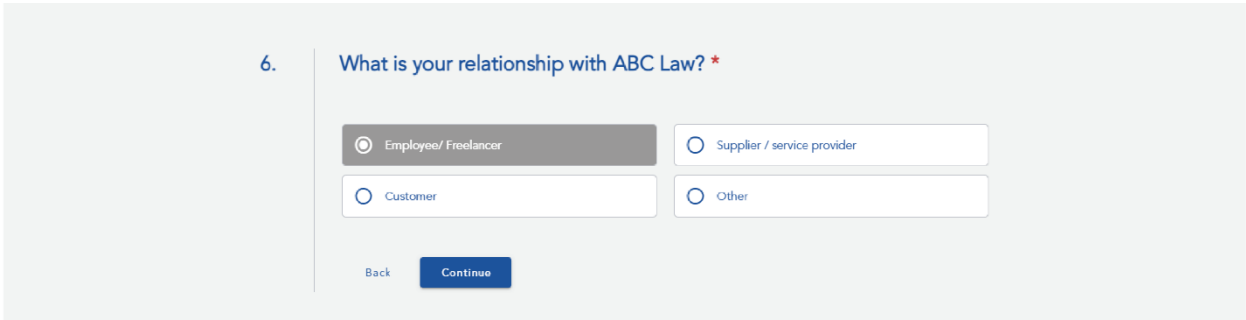

5. The Whistleblower program is administered by ABC Law. Does this report refer to persons currently working with or for ABC Law? *

- ⦿ Yes
- ◯ No

Back **Continue**

- Indicate your own relationship with the company. Only whistleblowers who have a business relationship with the company are protected. If you do not belong to this group of persons, please take special care not to give any direct references to your person.
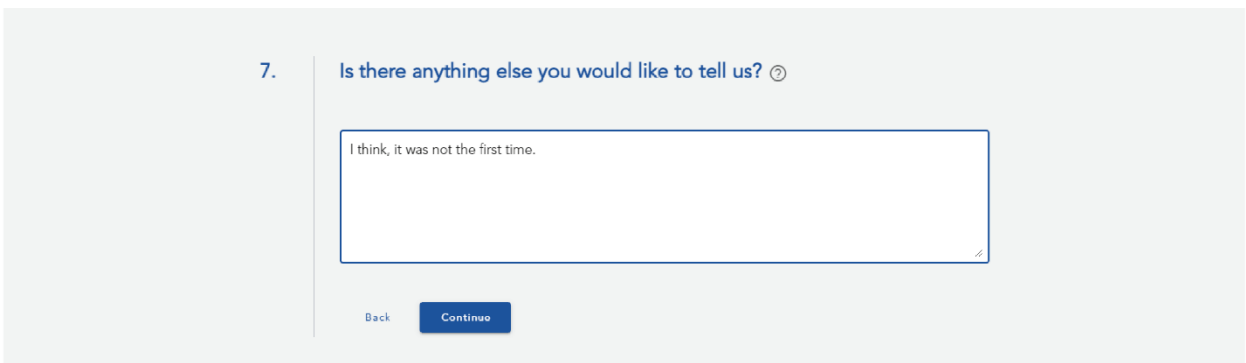

6. What is your relationship with ABC Law? *

- ⦿ Employee/ Freelancer
- ◯ Supplier / service provider
- ◯ Customer
- ◯ Other

Back **Continue**

- Here is another field for further information.

7. Is there anything else you would like to tell us? ⓘ

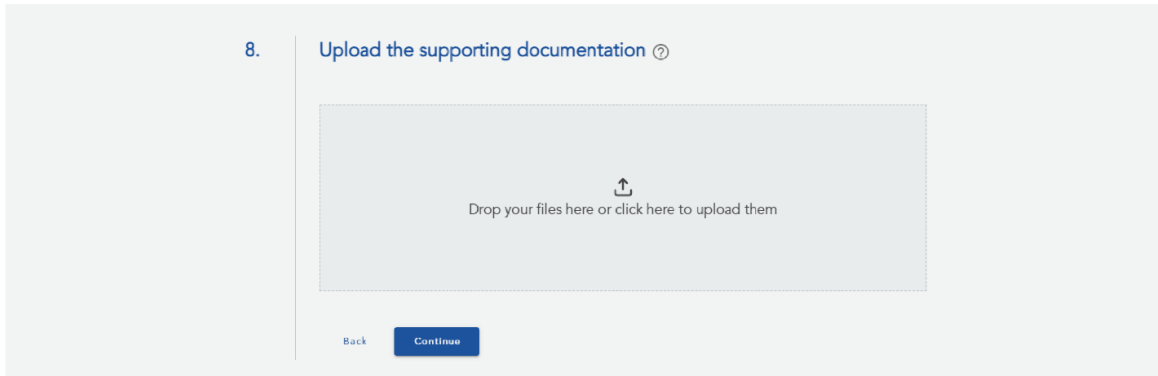I think, it was not the first time.

Back **Continue**

➤ If you have documents[1] that could serve as evidence, you can upload them here. All meta data[2] will be removed automatically. This way you remain anonymous.

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[1] Supported formats are: jpg., png., doc., dox., pdf., xls., xlsx., csv. und txt.
[2] This is additional data, such as geocoordinates, author, IP address, etc.

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➤ You can upload the documents via the upload button or drag and drop them from another folder into the field.
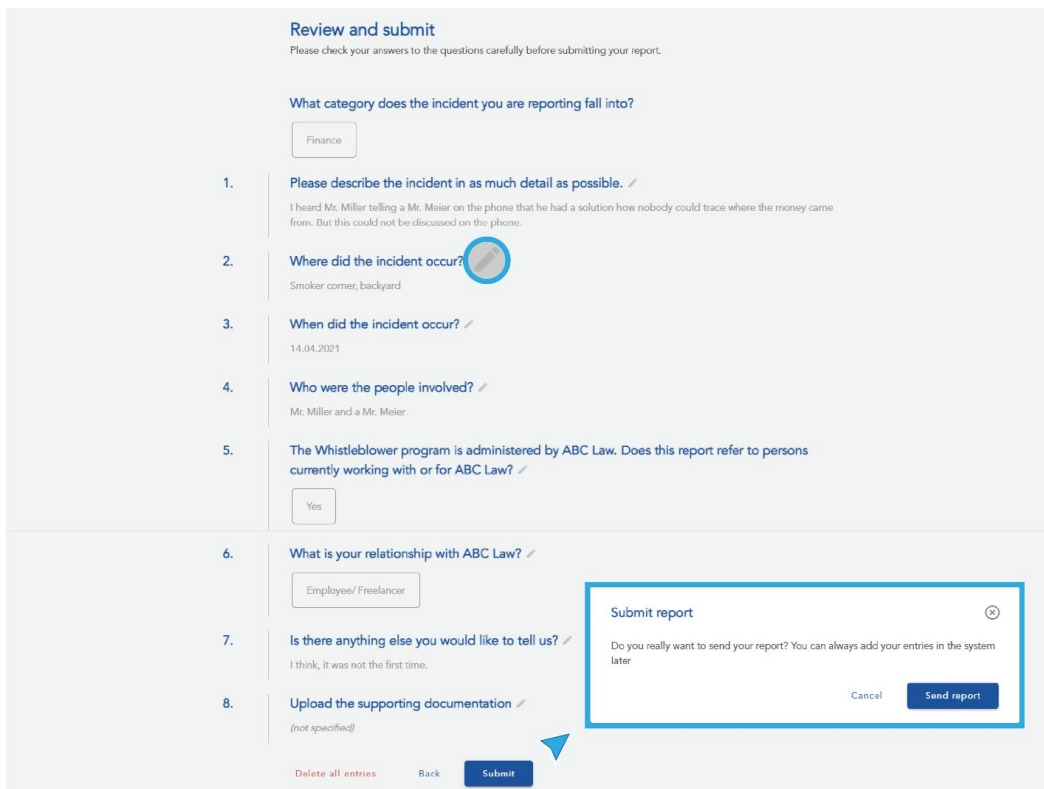

3. Check all the information and send the report

➤ When you have finished completing the questionnaire, you can check all the information you have given.

➤ To make changes, click on the pencil icon next to the text. This reactivates the input field and you can change and complete your entries.

➤ Now you can send the report. If you are not sure, you could alternatively delete all entries here and discard the report. Nothing is saved.

➤ When you send the report, it is received by the person who has been appointed by the company to handle the information. This can be, for example, a trusted person within the company or an external partner.

4. PIN and Access Code

- After submitting the report, you will be asked to enter a 4-digit PIN. Later on, the system will also generate a 16-digit access code. Please remember both. You will need the PIN and code to log in again.

- Why should you log in again? Often the company still has questions regarding the incident. When you log in again, you will see your report and have access to a chat. This will allow you to communicate with the company and provide you with information on the status of your report.

- Please choose a PIN that you can remember. You can also take a note or a photo of the PIN with your private mobile phone, for example. To do so, click on the eye symbol - your PIN will now be visible.

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- A 16-digit access code is created. You should also keep this safe for yourself - there are various ways to do this:

  1. You can copy the code via the "Copy access code" button and then paste it into an email that you send to yourself.

  2. Alternatively, you can take a photo with your private mobile phone.

  3. Or you can save the report on a private end device (laptop, smartphone) via the button "Download report". The code is visible in the report.
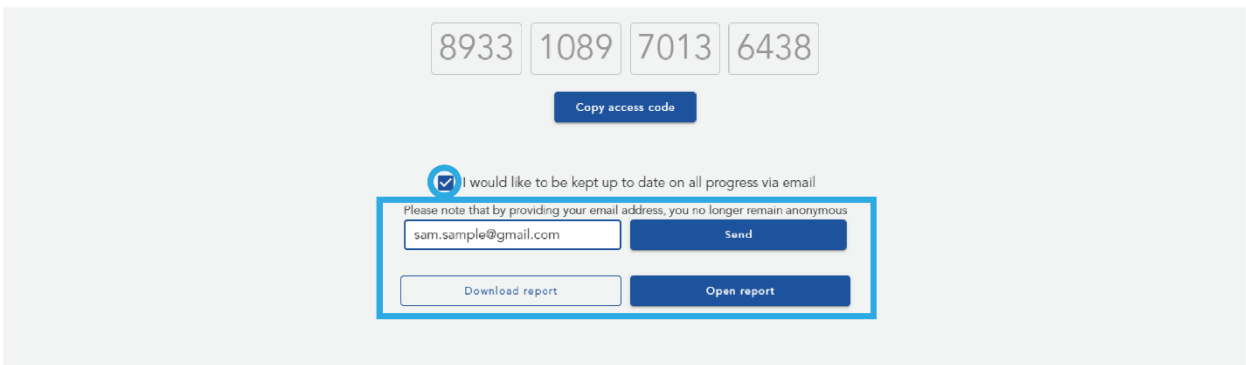
- If you wish, you can also leave your email address here. You would then be informed by mail about the management of your report. But beware: with this step you would no longer be anonymous!

- Important: You can also receive all the information via the anonymous portal. So there is no need to give up your anonymity! This is only one option.

5. After sending: Re-login, processing status & chat

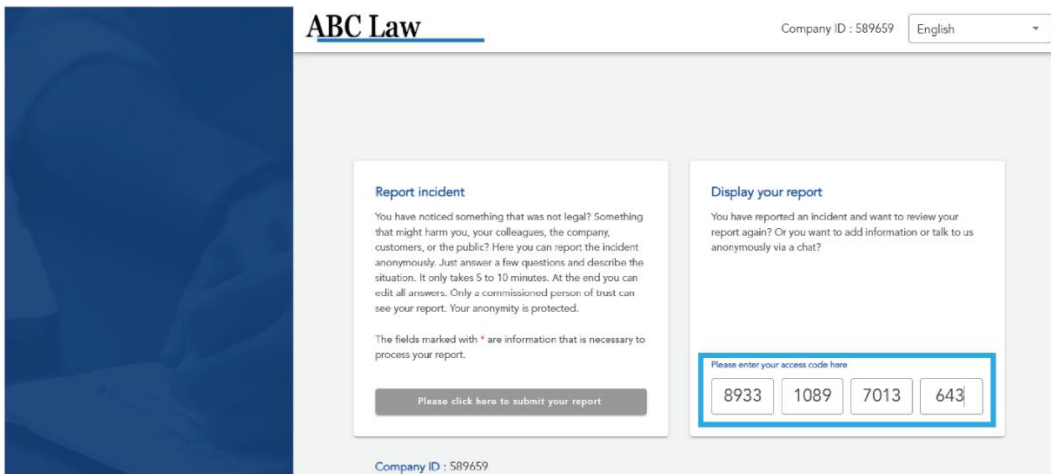➢ After you have successfully sent your report, you can log in and view it at any time via the whistleblowing portal (see below "*Display your report*").

➢ To do this, copy your access code and paste it in the field provided: Simply click in the first field on the left and paste the code - with "Ctrl V" or via "right mouse button + paste".

❧ Now enter your PIN and click on "Open message" - and you are logged in again.

❧ You will now see the information you have entered, the processing status of your report, and the chat.

❧ At the top of the page you will see the processing status. Initially, this is set to "Pending".

❧ According to the EU Directive, the company is obliged to acknowledge receipt of a report to you within one week. This is done via the chat. Here the company can also ask you questions and they can reply completely anonymously. Also here you could still upload documents as evidence.

- The processing status "in progress" means that your report is now being dealt with.
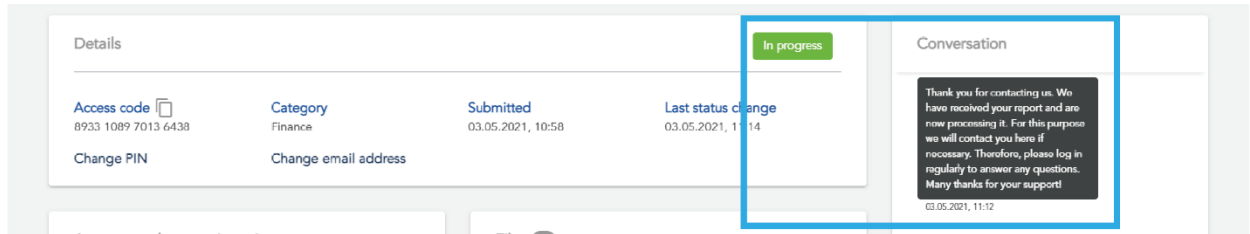
- According to the EU Directive, the company is obliged to investigate your report within 3 months and to inform you of any action taken or planned within this period. The information will be stored for you in the system and you can also respond to it in the chat.

- The corresponding processing status is "Review". During review, you can comment the communicated results if necessary.

- After that, the case will be closed. Then, no further interaction is possible. If you wish to interact with the case manager again, you would have to create a new report.

- After the report has been processed, it is closed and eventually archived.

- 6 months after being archived, all data is deleted. Please make sure to download the report in advance.

- Important: You are not allowed to make the content of your report public! According to the EU Directive, you may only contact the authorities or the public if the company does not contact you within 3 months or if the misconduct continues.
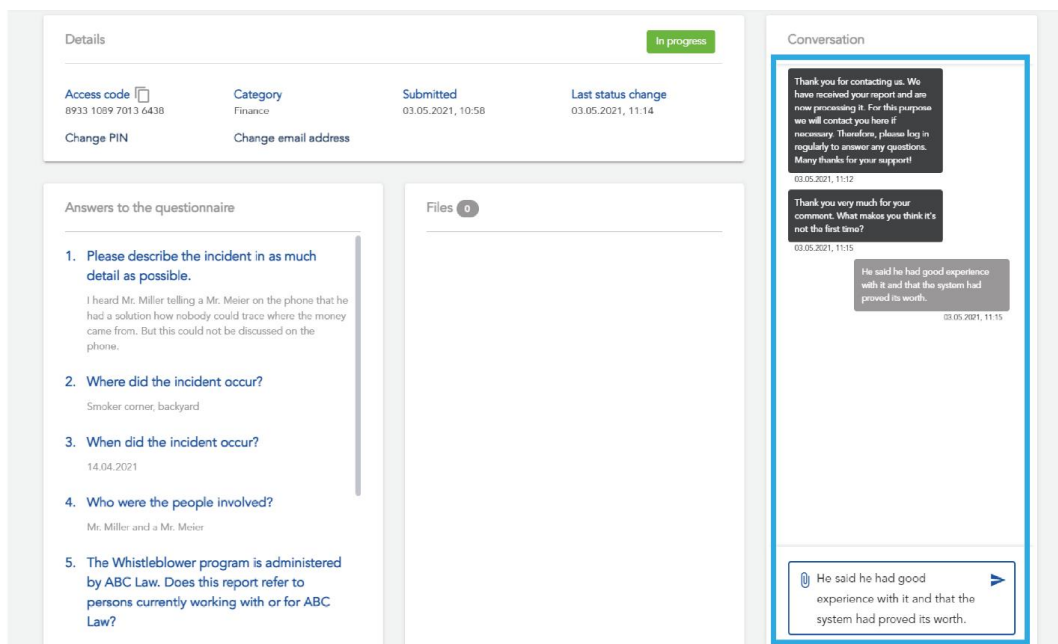
Processing a report – process phases and deadlines		
Action	Process phases	Duration
New report	Pending	1 week
Confirmation of receipt	In Progress Investigation of the report Queries to whistleblowers	3 months
Communicate result	Review Feedback to whistleblowers	flexible
Close case	Closed	flexible
Archive case	Archived	200 days
Automatic deletion of all data	Deleted	200 days after archiving

6. In the end: Download report & logout

💠 At any time until the process is completed, you can download your report. We recommend that you regularly download a copy of your report after each addition by you or the company and keep it safe for yourself. 6 months (200 days) after the report is archived, it will be deleted in a GDPR compliant manner - download it again before that.

💠 Please remember to log out in the last step.

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