

## Guide to using the whistleblower system of ISL-Chemie GmbH

Last update January 17, 2024 - Version 1

## Support

Any questions about using the whistleblower scheme can be directed to Whistleblower Partners support at +44 330 818 0515.

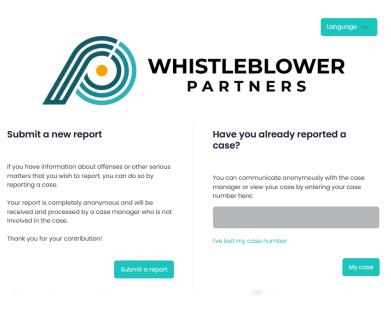
## Using the system - whistleblowers

Enter <u>https://nordicwhistle.whistleportal.eu/WhistleBlower/Form/547-950-</u> 211e439b4d6c4b918503a088d2ebb34f in your browser or scan the following QR-Code:



You will then be taken to the page where you can leave a message about the irregularities you have become aware of.

You can choose a language you are familiar with from the 12 languages currently available:





Enter as much information as you can and in as much detail as possible. You can attach documentation if you have it.

Finish by pressing 'Send'.

		Dansk	문왕 English	Norsk	Svenska	Deutsch
bmit an irregularity						
		_	_	_	_	_
	public network to submit this form to	avoid any trac	es back to you			
Whistles will be sent automatically to the assign	ed employee within the organization.					
Title	Test 2 for UK user guide					
When did it occur?	Has taken place					
Who is involved?	Project Manager					
Where did it occur?	Online in London					
	Online in London					
				1		



Description and details	<u>Fraud</u> and <u>tax</u> evasion	
Law	This field is optional	
File upload	Vælg filer Der er ikke valgt nogen fil Meta data is automatically removed from the following types of files: JPG, PNG, PDF, XLS, XLSX	
	In case the document is a different filetype we recommend that you convert the file into one of the filetypes or remove meta data yourself.	
	Submit	

**Note** – you will now be shown a code and asked to write it down. It is VERY IMPORTANT that you write down the code, as it is your only way of accessing your message and seeing the response from the 'case manager'. The code is your personal code and cannot be recreated. However, if you lose it, you can reenter your information.

<u>↑</u>	Submit an irregularity					
	Your whistle has been received!					
	For anonymous communication moving forward, please use code: JLYQVQ\$50B					
	This code is generated only once to secure your anonymity. Please make sure to write it down and store it in a safe place. You can now logout using the menu at the left.					



This code should be written down and saved. Use the code when accessing the system via <u>ISL-</u> <u>Chemie GmbH</u>.

You will then enter your case and be able to see any messages from the 'case manager' in the timeline on the right of the screen.

Conversation

	d using a private or public network to submit this form to avoid any traces back to you.
Report ID: Z1QY	
Title	Test 2 for UK user guide Whistleblower 15. sep 2021
When did it occur?	Has taken place  White on Black.png  Case Manager 15. sep 2021 Lacknowledge receipt of fraud
Where did it occur?	Online in London Description of Case Progress
Who is involved?	Project Manager
Description and details	Fraud and tax evasion
Law	
	Enter any new comments in the dialogue with the case manager here, then press 'Submit reply'.
	Vælg filer Der er ikke valgt nogen fil Submit Reply