

**Template for updating the staff handbook**

If you are concerned or suspect that someone is breaking our rules, you can contact your manager and share your concerns with them. We also have a whistleblower scheme where you can report your concerns.

At XX, we want to operate a business that not only observes, 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 us that our corporate culture is open, safe and trusting, and we want to promote open dialogue.

For XX, it is important that irregularities or unethical behaviour come to light – and are dealt with in a proper way.

It is therefore crucial that customers, suppliers, stakeholders and, not least, employees have the opportunity to freely share experiences. However, we recognise that there may be situations where it is difficult to provide information or report experiences about the company or employees’ behaviour through normal channels.

Our whistleblower scheme enables you to safely and anonymously report irregularities or illegalities in connection with activities related to the company.

The report goes to XX or Whistleblower Partners Screening Service (see [whistleblowerpartners.com/whistleblowerpartners-screening-service/](https://www.whistleblowerpartners.com/en/whistleblowerpartners-screening-service/) ), which is an independent reporting channel with expertise in handling all types of reports – criminal matters, abuse or other unwanted activity.

You can read our whistleblower policy here XX.

Find the whistleblower system on [Insert the link listed at the top of the welcome letter].