# Guide to using the whistleblower system

Nordic Whistle

## WHISTLEBLOWER



#### Support

Any questions about using the whistleblower scheme can be directed to Nordic Whistle support at +44 151 808 1659.

### Using the system – whistleblowers

Enter <a href="https://nordicwhistle.whistleportal.eu/WhistleBlower/Form/431-263-3baee4d2e3b64ef384e19a10a9f61703">https://nordicwhistle.whistleportal.eu/WhistleBlower/Form/431-263-3baee4d2e3b64ef384e19a10a9f61703</a> in your browser:

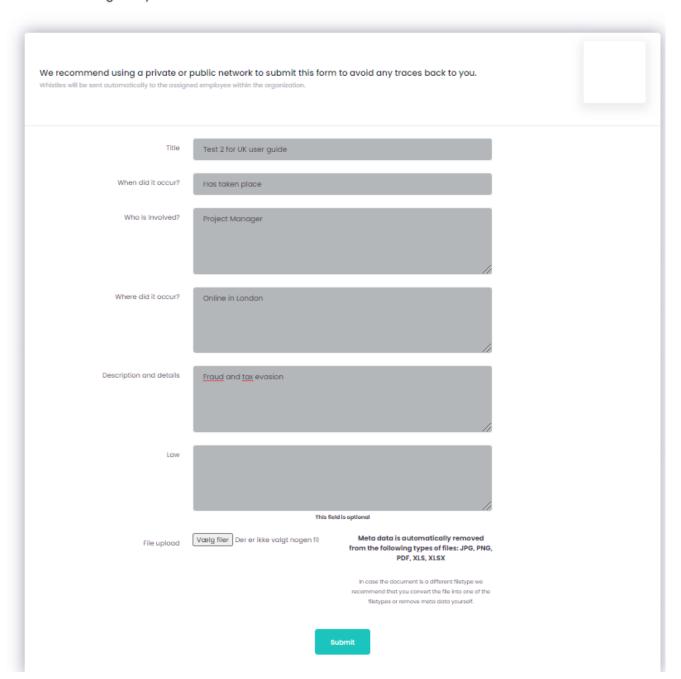
You will then be taken to the page where you can leave a message about the irregularities you have become aware of.

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'.



#### Submit an irregularity

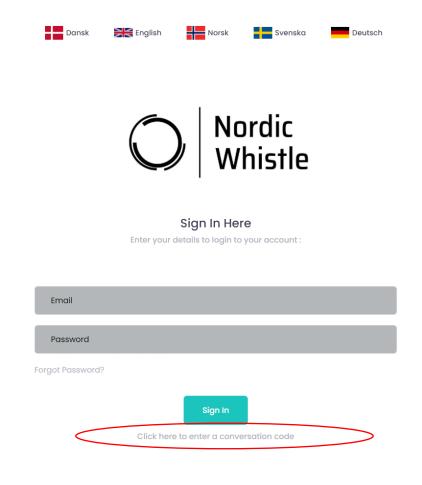


**Note** – you will now be shown a code and asked to write it down. It is VERY IMPORTANT that you write down the code, as it is your only way of accessing your message and seeing the response from the 'case manager'. The code is your personal code and cannot be recreated. However, if you lose it, you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

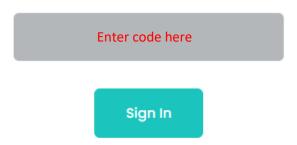


This code should be written down and saved. Use the code when accessing the system via <a href="https://nordicwhistle.whistleportal.eu">https://nordicwhistle.whistleportal.eu</a>.

Instead of 'email address' and 'password', use the 'conversation code'.







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

