

INTERNAL REPORT OF LEGAL VIOLATIONS IN THE WORK ENVIRONMENT UNDER THE WHISTLEBLOWER PROTECTION ACT

Note: You can submit your complaint to the data controller in another form, but it is recommended to use this form. You can **submit the report anonymously** or **provide your personal details**

INFORMATION ABOUT THE WHISTLEBLOWER

Name and surname

Employee or other connection to the work environment (contract worker, student, former employee, candidate in the hiring process, etc.)

Address

E-mail

Telephone number

Any other contact details

ANONYMOUS REPORT

I am submitting the report anonymously and I am aware that you will not inform me about the further proceedings.

I am submitting the report anonymously, but I would still like to be informed about the further proceedings.
Please notify me at: *(enter email address, postal address, phone number)*

INFORMATION ABOUT THE IRREGULARITIES

I received the information about the irregularities in the work environment. The irregularity pertains to the work environment in the company Istrabenz plini d.o.o. or a related work environment *(please provide as much detail as possible)*:

Start time, duration, and end time of the irregularity:
(the whistleblower is not entitled to protection if the report was made two or more years after the end of the violation)

Information about the person or persons reported:

Detailed description of the irregularity (what, when, who, how, where):
(Specify the breached regulation, any witnesses, documents, emails, or other evidence supporting your claim.)

PROTECTION AGAINST RETALIATION

Do you believe there is a risk of retaliation in your case as a result of this report, such as retaliation from management, colleagues, or a third party?

If yes, please specify what types of retaliation you consider possible:

Do you believe you need assistance and protection from retaliation:

Mark with

- information about legal options,
- assistance in administrative and judicial proceedings due to retaliation, including issuing a certificate of the submitted report and obtaining evidence from the reporting process,
- other

INFORMATION ABOUT THE HANDLING OF THE REPORT

Your report will be processed by a confidential person. If necessary, other individuals who may be informed about the content of the report may also be involved in the processing, but they will not be informed about your identity, even if you provide your personal details in the report.

In accordance with the Whistleblower Protection Act, the confidential person will notify you within the prescribed deadlines:

- within seven days of receiving the report, whether it will be reviewed or not,
- within three months about the status of the processing of the report,
- upon completion of the processing, about the measures taken and the outcome of the procedure.

If you believe that a criminal offense has been committed, we suggest that you report it to the competent authorities.

STATEMENT OF TRUTHFULNESS

I declare that the information in this report is accurate and that I am submitting the report in good faith.

I am aware that, pursuant to Article 37 of the Whistleblower Protection Act, the legally prescribed fine may be imposed for the offense of intentionally reporting or publicly disclosing false information contrary to the Whistleblower Protection Act.

Place and date

Signature

(in the case of an anonymous report without a signature)

The completed and (signed) **Application** can be:

- send to the e-mail address: **povjerljivaosoba@istrabenzplini.hr**
- send by mail to the address: **Istrabenz plini d.o.o., Pristanište Podbok 3, 51222 Bakar** with the note „**do not open - to the Commissioner for Internal Report of Irregularities**“
- hand it over to the **Commissioner in person**, with prior agreement via e-mail address: **povjerljivaosoba@istrabenzplini.hr**