



How to Whistleblow at Staffbase

If you wish to raise a whistleblowing concern but don't have access to our employee app (for example, if you are a previous Staffbase employee, a consultant, a contractor, a job applicant or a supplier) then you can do so via our Whistleblowing Platform here <https://staffbase.integrityline.com>.

Staffbase will not retaliate against genuine whistleblowers, even if their concerns are mistaken or unfounded.

What will Staffbase do when it receives a whistleblowing report?

Personal report

If you want to raise your concern confidentially, we will make every effort to keep your identity secret and will only reveal it where necessary to those involved in investigating your concern or where the law requires it.

Anonymous report

Ideally a whistleblower will feel confident to make a personal report, as anonymous reports are more difficult to investigate. However, we will always respect anonymity if that is the way that the whistleblower chooses to report their concerns.

Investigation

When we receive a whistleblowing report, if this has been made by an identifiable person (i.e. is not an anonymous report) it will be acknowledged within 7 days via the Whistleblowing Platform.

The Whistleblowing Officer will appoint an Investigator as soon as possible after receiving the report.

If you have made a personal report and identified yourself, the Investigator will arrange a meeting with you as soon as possible to discuss your concern. You may bring a companion to any meetings that we hold if you want to. Any companion must respect the confidentiality of your disclosure and any subsequent investigation. We may need to meet with you more than once during the investigation if we need additional information.

The Investigator will act with objectivity and discretion and in compliance with all applicable legal requirements.

When the investigation is complete, the Investigator will prepare a confidential report, which will include details of the complaint, the findings of the investigation, and any action required to address the concerns raised. The investigation process will be complete within 3 months of Staffbase receiving the original report.

Data protection

Any personal data processed during the course of a whistleblowing investigation will be dealt with in line with the applicable law and regulation, and the relevant Privacy Notice and/or Policy.