

# Checklist for the EU Whistleblowing Directive

## How to choose the right solution for your organization

### Determine the requirements for an internal whistleblower system in your organisation:

- Does the solution ensure the absolute confidentiality of the whistleblower so that he or she does not fear retaliation?
- Can the provider prove that neither he nor a third party has any possibility to access the sensitive contents of your reports?
- Can employees in all parts of the world securely submit reports 24/7?
- Are the internal obstacles with regard to data protection, IT security, etc. low?
- Is the solution certified according to European law (EU GDPR)?
- Can the system be flexibly adapted to the custom needs of your company? Does the system allow single sign-on (SSO) authentication?
- Are the servers located in a German high-security data center?
- Do you have all-in transparent costs for the system providing you with planning security?
- Can reports and their respective follow-up actions be documented in an audit-proof manner?

### **Will you receive active support and advice during the implementation phase?**

- Is there a reliable and experienced customer service team that can provide you with active support?
- Do you receive additional support on topics such as data protection, information security, communication with staff representatives and work council issues?
- Are you offered additional benefits such as participation in events, seminars, networking with experts and a compliance community?

### **Create the necessary conditions for successful usage in your organization through effective communication with all important stakeholders.**

- Are you offered communication support, to promote best practice on integrity, ethics and compliance to your employees?



# EQS Integrity Line fulfils all requirements of the EU Whistleblowing Directive

## Requirements of the Directive

- **Obligation to establish channels for internal reporting and for follow-up** (Article 8 para. 1, IX)
- **Reporting in writing or orally or both forms** (Article 9(1))

## EQS Integrity Line

- Written report submission
- Report submission by telephone
- Coordinate follow-up measures
- Worldwide availability 24/7
- Report submission in more than 70 languages
- Voice distorted sound recording
- Notification of the whistleblower before recording
- Trust through transparent data processing vis-à-vis whistleblowers

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- **Ensuring the confidentiality of the whistleblower and the associated people** (Article 9(1)(a), Article 16(1))

## ■ Confidentiality agreement

- Proven access security (highest level of IT security, modern encryption algorithms and high security data centres)
- ISO 27001 certification
- Flexible rights and role principle based on needs
- Pseudonymisation / anonymisation in conformity with data protection laws
- Recommendations for whistleblowers to secure anonymity

■ **Acknowledgement of receipt of the report and feedback in a timely manner** (Article 9(l)(b), (f))

- Secure dialogue thanks to secure mailbox
- Text modules facilitate confirmation of receipt and feedback to whistleblowers
- Resubmissions to meet deadlines efficiently

■ **Processing of personal data in accordance with the EU GDPR and the previous Directive** (Article. 17)

■ **No collection nonrelevant data or immediate deletion**

- Data protection-certified whistleblower system (EU GDPR)
- Fully adaptable to any country-specific requirements
- Standard settings are fully compliant with GDPR
- Reporting categories and pre-defined questions prevent the collection of nonrelevant data

■ **Documentation of all incoming reports in accordance with confidentiality obligations** (Article 18)

■ **Retention until the requirements of Directive/Union/national law are met**

■ **Review, correction & confirmation of the transcript of a telephone report by the whistleblower**

- Audit-proof documentation
- Measurable effectiveness through powerful management reporting
- Can be archived for required period after anonymisation
- Review, correction & confirmation thanks to dialogue with whistleblower

# Comply with the EU Whistleblowing Directive by implementing the digital whistleblowing system EQS Integrity Line

With over 2,000 customers worldwide, EQS Integrity Line is the most trusted whistleblowing hotline in Europe. The secure and anonymous whistleblowing hotline allows your employees to raise wrongdoing such as corruption, abuses of authority, discrimination and harassment internally before contacting the authorities or the media.

Get your personal demo



More than 2,000 companies worldwide trust EQS Integrity Line



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