

Whistle blower function

Dafo Vehicle Fire Protection



Do you have something you want to tell us? We want to listen!

We care about a healthy and open culture, where each employee is responsible for following the current regulations and to act ethically. We can solve many situations by talking to each other as soon as they arise. However, sometimes things can happen that require a completely different kind of management.

Regardless, it is important for us that problems or more serious issues emerge so that we as an organization have the opportunity to act. In more serious case, such as various types of irregularities, or where there can be danger to health and life, it is important that it comes to the surface in good time.

In this effort, you as an employee or partner are a key factor. If you think something is wrong, it's important to us that you can let us know in a secure manner. That is why we offer two different ways for you to let us know — through our internal reporting routines or whistleblowing through an external independent professional.

What can you report?

If you feel that you need to raise a problem, this in and of itself is reason enough to report it. It is important for us as an organization to live up to our values. That is why we need you to let us know when they are not being complied with so that we can clearly show where the line is drawn and which values that applies.

An example of a problem that you can report is when someone in our organization or a partner violates our Code of Conduct — what we as a company stand for, our values and how we do business. What has happened can also be about more serious irregularities and actual violations of the law, such as fraud, embezzlement, corruption, breach of trust, information theft, corporate espionage and data breaches.

If our guidelines do not give you the guidance you need, you can use the following questions to work out how you should act.

- Do you see a problem/situation that violates what we stand for or how we expect our work to be conducted?
- Do you consider what has happened to be legally or ethically justifiable?

- Would our business be harmed if the situation became known to the public?
- How would you view the problem/situation if you were a customer or another stakeholder?

1. Internal reporting

As soon as you experience irregularities or something that is wrong, you should contact either your immediate manager or your manager's manager. If you feel that you cannot trust either of these, for example if you suspect that they are involved, you should first raise the issue with someone else in management.

Are you hesitant to raise the matter with someone in a management position? Then you should use our independent and externally managed whistleblowing function.

2. Whistleblowing

Sometimes it is not appropriate, based on what you need to tell us, to raise a problem through the internal reporting routines. Then we offer you the opportunity to use a safe externally managed whistleblowing function. This is an important safety valve for both you as an employee and us. That's why we use the external whistleblowing function, Trumpet, where you can anonymously and confidentially report serious irregularities committed by someone in management or by another key person in the business — see our [Whistleblowing policy](#).

What can be reported?

There are restrictions under Swedish law as to what can be dealt with in a whistleblowing function. Consequently, through the whistleblowing function, you are not allowed to report things that do not constitute a serious irregularity, such as general dissatisfaction with the way the business is conducted, leadership, salary or other personnel matters. Incidents committed by people who are not members of management or who are not key people in the business are also not to be dealt with in the whistleblowing function.

A report filed via the Trumpet whistleblowing function should be based on concrete suspicions. You do not need to have evidence of your suspicions, but no charge may be made with malicious intent or knowledge that the allegation is false. False or malicious accusations are a serious breach of the employment contract. Read more in our [Whistleblowing policy](#).

Who can file a report?

A whistleblowing report can be filed by anyone who in any way represents our organization. This includes board members, all employees (permanent, trial, fixed-term, full-time and part-time), trainees and temporary staff. Employees of our suppliers, consultants and partners also are allowed to file.

How reports are handled

Trumpet is an external whistleblowing function that gives you a safe and secure process in which you as a whistleblower can remain completely anonymous. If you do not include your name in the report, no one will be able to see who filed the report in the function. Trumpet has been developed based on the highest standards of privacy and security.

All reports are received by independent external professionals with solid experience in assessing, investigating and helping organizations deal with different types of irregularities. For more information, see [About Trumpet](#).

Trumpet complies with the EU directives regarding GDPR and the protection of whistleblowers, as well as Swedish law regarding special protection against retaliation for workers who sound the alarm about serious misconduct.

The process, step by step:

1. By filing your report through Trumpet, you can be assured that you are completely anonymous — no one will know who is filing, unless you choose to be open about your identity.
2. When you report an event by filing a report, an encrypted case is created in the whistleblowing system to which you receive a unique encryption key.
3. It is always an external independent professional – case manager in the whistleblowing function Trumpet – that receives your report and makes the

first assessment. Only you and the case manager have access to your filed report using your respective encryption key.

4. To facilitate the process, you can actively make a choice to be open about your identity with the independent case manager. By doing so, you and your case manager can have an effective and secure dialogue — no one else will know who you are. (You can also choose to be open about your identity with our organization.)
5. After your case manager has made his or her assessment, a recommendation is submitted to our organization's whistleblowing committee. If any member of the whistleblowing committee is affected by your report, that member will be excluded by the case manager before the whistleblowing committee is given access to the filed report and the case managers recommendation. After the whistleblowing committee receives the recommendation, they will decide how the matter is to be taken further and what measures to take. You can read about the whistleblowing committee's and members in our [Whistleblowing policy](#).
6. Your case manager will communicate to you the status of the report and the committee's decision through Trumpet's secure login.

How to report

You go to the website, of the Trumpet whistleblowing function, and there you choose whether you want to file a report via a web form, telephone or letter. Reports can be filed 24 hours a day, 7 days a week. A report filed through Trumpet is always handled with the highest levels of anonymity and confidentiality. If you want to rule out someone tracking your online activity, you should choose a private computer or mobile phone as well as logging into the service from a network you trust, such as your home network.

- Start filing your report in the Trumpet whistleblowing function by clicking on the button in the box “Start your reporting” or by entering the dafo.trumpet-whistleblowing.eu/ on any device (computer, tablet or mobile phone) to get to the whistleblowing website.

On Trumpet's website, you'll be guided throughout the process. Answers to the most frequently asked questions can be read at each step.