

Whistleblowing

Valid for all Rimaster units

1 General

It is important that we at Rimaster act both in accordance with applicable laws and in accordance with our code of conduct ([Rimaster's Code of Conduct \(EN\)](#)).

In case you disclose any wrongdoing made by Rimaster, independent if you are employed by Rimaster or not, you have the possibility to report this as described by this document.

You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

The reporting tool and the process described below are in line with "The Whistleblower Directive" (Directive (EU) 2019/1937).

If you chose to report your concern **non-anonymously**, Rimaster guarantees not to spread your identity further without your written consent.

If you chose to report your concern **anonymously**, it is impossible to reveal your identity through the reporting tool we are using. Further, Rimaster guarantees not to ask for your identity, nor to, in any way, do research aiming to reveal your identity.

2 Reporting language

You may report in your native language. If translation is necessary in the process, we will use a translation tool (e.g., Google Translate) or, if necessary, an independent translator who will also assist in the conversation to follow.

3 Receiving function

The Board of Rimaster AB has appointed Peter Haglund as being the receiving function. He has:

- The authority to act independent within the operational organizations.
- The obligation to report all whistleblowing concerns to the Board of Rimaster AB. This reporting shall be anonymous unless otherwise agreed with the person who reported.

4 How do I report a concern?

4.1 Reporting using the tool from Webropol

The Board of Rimaster AB has decided that Rimaster shall use a tool from Webropol as a safe channel for reporting incidents.

You reach the reporting page by this [link](#) where you give initial information about the incident. You decide yourself if you want to be anonymous or not.

In case the link does not work you can copy the full link below and paste in your web browser.

<https://link.webropolsurveys.com/CP/E8EFCAB9B50A8992>

4.2 Reporting in written form

Write your concern in a letter and send to:

Peter Haglund
Tunabo 5
SE-564 91 Bankeryd, Sweden

Anonymous and non-anonymous reporting will be considered equally regarding investigation and possible corrective actions. However, further dialogue with the reporting person will not be possible in case the reporting person wants to be anonymous.

4.3 Reporting verbally

In case you want to report verbally, call Peter Haglund at +46 70 609 33 21 who will discuss the matter with you and take notes from the conversation. You have the right to read, correct and approve the notes before the report is taken further.

Anonymous and non-anonymous reporting will be considered equally regarding investigation and possible corrective actions. However, further dialogue with the reporting person will not be possible in case the reporting person wants to be anonymous.

5 What will happen after I report?

5.1 If you have reported in the tool from Webropol

Immediately after you have reported the incident, a separate web page will be created including a unique password which will allow you to follow the progress of the incident you have reported. Any further communication with Rimaster will take place through this follow-up page.

It is very important that you save the password in a suitable way, e.g. by writing it down. This will be your only key to reach the follow-up page and nobody has the possibility to generate a new password.

The follow-up page is reached [here](#).

In case the link does not work you can copy the full link below and paste in your web browser.

<https://new.webropolsurveys.com/WB/Login>

The handler at Rimaster will receive an e-mail about your incident and the continued process is summarized by:

1. The case with the reported incident is initiated by the handler who within 7 days will call for an internal meeting with relevant internal parties to start the handling. The initiation of the case is seen on the follow-up page.
2. Any further communication with you as the notifier will be made through the follow-up page and you will need your password to reach this page.

3. A decision on action and feedback to you as the notifier must be made within three months and will be communicated on the follow-up page.

NOTE It is important that you regularly login to the follow-up page in order to follow the status of your reported incident and possibly provide additional information requested by the handler. You can also ask questions to the handler through the follow-up page.

The process is also illustrated in English and Swedish at the end of this document.

5.2 If you have reported in writing or verbally

If you want to stay anonymous, the report will be investigated by the receiving function and then addressed to the Board of Rimaster AB.

If you report non-anonymous, further dialogue may take place by:

- In written form, letter or e-mail.
- Verbally, by calling or requesting a physical meeting.

5.3 General for all reporting

All whistleblowing concerns will be reported back to the Board of Rimaster AB. The reporting will be anonymous unless otherwise agreed with the person who reported, given that he/she has reported as non-anonymous.

6 What protection do I have?

If there are specific laws in your country towards the protection of whistleblowers, you are protected by them.

In case you chose to report your concern non-anonymously, Rimaster guarantees not to spread your identity further, that is outside the communication between you and Rimaster's handlers, without your written consent. Further, Rimaster guarantees that your position will stay unaffected as long as you act within the laws of your specific country.

In case you chose to report your concern anonymously, Rimaster guarantees not to ask for your identity, nor to, in any way, do research aiming to reveal your identity.

User process for Whistleblower

WEB&POL



1. An individual sees/are aware of something that should be reported



2. The individual reports the problem in Webropol Whistleblower



3. The handler gets an email with the information that a problem has been reported



4. The handler looks at the reported problem and starts the handling process



5. The whistleblower can follow his/her case from the Follow up page



6. The handler can communicate with the whistleblower and other handlers



7. When a decision is made the handler can mark the case as done in the system



8. The whistleblower can from the follow up page see when decision was made by the handler

Den övergripande processen

WEB&POL



1. En individ ser/blir medveten om en något som bör rapporteras



2. Individen/visselblåsaren rapporterar i Webropol Whistleblower



3. Handläggaren får ett mejl om att en händelse har rapporterats



4. Handläggaren tittar på ärendet och påbörjar hanteringsprocessen



5. Individen/visselblåsaren kan följa i rapportportalen vad som händer i ärendet



6. Handläggaren kan i systemet kommunicera med visselblåseren och andra intressenter



7. När beslut är fattat i ärendet, avslutas ärendet av handläggaren i systemet



8. Individen/visselblåsaren kan i rapportportalen se när beslut är fattat i ärendet