

SITUATION & SOLUTION: **RECEIVING A REPORT OF SUSPECTED CORRUPT CONDUCT**

Whistleblowers are often not sure who to turn to in order to report corrupt conduct. It can happen that **co-workers** who are **not typically involved in the reporting process become recipients of reports of suspected corrupt conduct**, e.g., by being copied on emails from whistleblowers to a several co-workers.



It is important that reports of suspected corrupt conduct do not get lost, are reviewed swiftly, and in a consistent manner. Therefore, **if you become a recipient of a report of suspected corrupt conduct:**

- **Do not personally reach out to the whistleblower**, unless this has been discussed with and approved by the investigation team or responsible manager/supervisor. Communication with the whistleblower is important and can be critical, e.g., if follow-up questions need to be asked.
- To ensure **reports do not get lost, are reviewed swiftly and responded to appropriately**, follow one of the below outlined approaches:
 - *If there are further SOS-internal recipients of the report*, discuss with them who will handle the matter further (generally, this is done by 'managers' (i.e. supervisors, executive management);
 - *If you are the only SOS-internal recipient of the report*,
 - Inform your supervisor of such information; OR
 - Forward the information to another person in a position to receive such reports, such as the responsible National or Managing Director, the International Director Region, local supervisory board, or the Integrity, Compliance & Legal unit at the International Office.

