Whistleblower Policy at Nørre Gymnasium

Nørre Gymnasium has established a whistleblower scheme that can be used by all employees working at the school.

With the scheme, Nørre Gymnasium wants serious breaches of the law, sexual harassment and other serious matters to come to light, and wants to make a channel available, in the form of a whistleblower scheme, so that employees can report such matters without fear of negative consequences.

The whistleblower scheme is a supplement to the ordinary channels (for example the Principal, your immediate manager, the union representative or the health and safety representative) for raising concerns about objectionable or unsatisfactory conditions.

Whistleblower unit

Nørre Gymnasium has appointed a whistleblower unit, which consists of a Head of Education and legal advisers at Gymnasiefællesskabet, and which is responsible for following up on reports etc. In connection with the cooperation with Gymnasiefællesskabet's legal advisers, the necessary guarantees are in place that they meet the requirements of the law.

The unit consists of:

Contact 1 (legal adviser) (screening unit)	Pernille Frimann Heiring
Contact 2 (legal adviser) (screening unit)	Camille Schaldemose
Contact 3 (Head of Education)	Maria Nyland Jensen
Contact 4 (health and safety representative)	Kristina Schrøder & John Krüger

The unit's tasks are to:

- Receive reports.
- Acknowledge receipt.
- Stay in contact with the whistleblower.
- Follow up on reports.
- Give feedback to the whistleblower.
- Ensure confidentiality about the identity of those concerned.
- Prevent unauthorised access to the information.
- Reject reports that are not covered by the law.

As a starting point, the whistleblower unit is free to choose its method for investigating the case, since how the information is best handled will depend on a specific assessment of each individual piece of information.

The whistleblower unit informs the Principal that a report with the content in question has been received and decides, in consultation, on the recommendations for how the case should be handled further. If the report concerns the Principal, the Chair of the Board of Nørre Gymnasium is also informed of the report.

Reporting solution
The school has chosen a technical reporting solution supplied by Whistleblower Software ApS.

Confidentiality, security, statistics
The reporting solution from Whistleblower Software ApS ensures security and confidentiality about the identity of the whistleblower, the person concerned and any third party mentioned in the report. It is also ensured that no unauthorised employees have access to reports etc.

Deletion policy
Deletion policies have been established to ensure that personal data reported to the whistleblower scheme is not stored for longer than necessary. If, on the basis of the information collected, the school ends up imposing a disciplinary sanction, or if there are otherwise reasons why it is justified and necessary to continue storing information about an employee, the information will be stored in that employee's personnel file.

Case handling
The whistleblower unit's procedures are laid down in the school's guidelines for the procedure for handling a report, which ensure that case handling in the whistleblower unit meets the requirements of the law.

Procedure and duty to inform
The procedure for how a report can be made to the school's whistleblower scheme is described in Nørre Gymnasium's reporting procedure. The procedure has been made publicly available on the school's website.

Publication
Once a year, the school publishes information about the general activity in the scheme for statistical purposes.