

# User Guide for whistleblowing notifications

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## 1.0 How to notify

The notification homepage contains information about what notifications are.

In the upper right corner, you can choose which language you want to notify.

In some cases, you will be able to specify whether you as a whistleblower are an employee or external (for example, a customer, supplier, or another role). This will depend on whether your organization uses one or two separate reporting channels for employees and external parties, respectively. Not all organizations have arranged for external reporting, which is also not legally required to establish.

Furthermore, there are three options for submitting a notification: 1) not anonymous, 2) anonymous to your employer, but not to EY, or 3) anonymous.

Choose how you want to report:

 Not anonymous STANDARD

- Here you can report with your identity known to your employer.
- Your identity will only be known to those who need it for further processing.
- You will receive a username and password for further communication.

[Click here to start submission as not anonymous →](#)

 Anonymous towards your employer, but not to EY PARTIALLY ANONYMOUS

- Your identity will be known to EY, but you will remain anonymous towards your employer.
- You will receive a username and password for further communication.

[Click here to report →](#)

 Anonymous ANONYMOUS

- Here you can report without neither your employer or EY knowing your identity.
- You can choose to reveal your identity later if you wish.
- You will receive a username and password for further communication.

[Click here to start anonymous submission →](#)

Already have a user? [Log in](#)

## 2.0 Notification form

### 2.1 Notify not anonymously or anonymously to your employer, but not towards EY

Registration

Fields marked with (\*) are required

<b>First name (*)</b>	<input type="text" value="Type ..."/>
<b>Last-/surname (*)</b>	<input type="text" value="Type ..."/>
<b>E-mail (*)</b>	<input type="text" value="Type ..."/>
<b>Phone number</b>	<input type="text" value="+47 406 12 345"/>

Choose category

Other category - please specify

Description of the conditions you wish to report\*

Please describe your concern as accurately as possible (who, what, where, when and how). It is important that you distinguish between what you actually know, what you believe and what you have heard from others. Describe the conditions that shall be reported to your employer.

Description of conditions

Who else, if any, can be consulted on this matter should there be a need for more information? Please include name and contact details.

In most cases, it is necessary to conduct further investigations to confirm or refute the conditions being reported, including the need to speak with other individuals who may have knowledge about the matter being reported.

Additional contacts

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In your opinion, what investigative steps could be performed to confirm your concern?

**Suggested investigative steps**

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**Do you have any documentation or files that could help the case? Please upload as attachment:**

No file chosen

(photos, pdf, text documents and other documents are approved)

To prevent automated submissions and SPAM, please verify that you are not a robot.

I'm not a robot  reCAPTCHA  
[Privacy](#) · [Terms](#)

**Send** ✓

In the form above, you must fill out your contact information, such as name, email, and mobile number. Note: if you have chosen to remain anonymous to your employer, your contact information will only be disclosed to EY's whistleblowing reception and will not be forwarded to your employer.

Furthermore, the form consists of several questions. You are encouraged, as a whistleblower, to provide as much information as possible about what you are aware of, as this makes it easier to follow up on the report adequately for both EY and your employer's internal whistleblowing reception. Only fields marked with (\*) are mandatory to fill out in the form.

If you have any files (documents, media files, etc.) that you wish to attach to your report, you can upload them in the form before submission. Click on «Choose Files» and add the desired file.

Once you have filled out the form, click on «Send» to submit it to EY for further follow-up on your report.

## 2.2 Notify anonymously

### Registration

Fields marked with (\*) are required

First name	Anonymous
Last-/surname	Anonymous
E-mail	Anonymous
Phone number	Anonymous

If you wish to report anonymously, the fields will automatically be filled with «Anonymous», and you will not be allowed to enter information in the contact information fields (see above).

Furthermore, the form consists of similar questions and the opportunity to provide information and attach documents as indicated under section 2.1.

## 3.0 Receipt for submitted case

### 3.1 Notification with provided contact information

Receipt for submitted notification  
The 29.01.25 - 15:31:01

 You have now been assigned a username and password.

**Take good care of this information.** You can also bookmark the page you are currently viewing. The bookmark serves as a receipt for your notice and is unique to you. Do not share it with others.

Your username is: **test@hotmail.com**

Your password is: **(sent by email)**

 Keep the receipt

Do you want to receive the receipt by email

You can have this page sent to you as a copy by email. By using this service, your email will *not* be saved. It will be used only once to send you this page.

The report has been sent to EY's whistleblowing reception. In most cases, EY will conduct an initial assessment of the report. The report will then be forwarded to your employer's whistleblowing reception, which will carry out any further follow-up on the report. If a report does not involve whistleblowing-worthy circumstances (see the definition of

reprehensible conditions), the report will be rejected as a whistleblower report. You, as the submitter, will be informed of this.

After you have submitted a report, you will receive a confirmation on the website that the report has been sent. You will also be provided with information about a username and password that you can use to log into the whistleblowing portal at a later time. You will then be able to follow your case and communicate with EY's whistleblowing reception. Note: you will not be able to communicate directly with your employer's internal whistleblowing reception through this portal, but EY will be able to forward your communication to your employer's whistleblowing committee if desired.

If you have reported with your name, you will receive information about the password via email to the email address you provided. You must consider which email address you wish to provide.

### 3.2. Anonymous notification

Receipt for submitted notification  
The 29.01.25 - 15:32:40

 You have now been assigned a username and password.

**Take good care of this information.** You can also bookmark the page you are currently viewing. The bookmark serves as a receipt for your notice and is unique to you. Do not share it with others.

Your username is: **mvi-higetijefapu**

Your password is: **hlvNfq96**

 Keep the receipt

Do you want to receive the receipt by email

You can have this page sent to you as a copy by email. By using this service, your email will *not* be saved. It will be used only once to send you this page.

Enter your email to receive the receipt:

In the case above, an anonymous report has been sent to EY's whistleblowing reception. EY will, in most cases, conduct an initial assessment of the content of the report. The report will then be forwarded to your employer's whistleblowing reception, which will carry out further follow-up and assessment of the report.

After you have submitted a report, you will receive a confirmation on the website that the report has been submitted and received by EY. You will be provided with information about a username and password that you can use to log into the portal at a later time to follow your case and communicate with the case handler at EY's whistleblowing reception. Note: as mentioned above, you will not be able to communicate directly with your employer's whistleblowing reception through this portal. EY will be able to forward your communication to your employer's whistleblowing committee if desired.

If you have reported anonymously, it will not be possible to log in without a username or password. Therefore, it is important that you keep the login information for future use.

If desired, you will receive your username and password via email by clicking on «Send me by email» and entering the email address to which you wish to receive the confirmation. The whistleblowing channel (portal) will not store this email address.

If you should lose your username and password, you can submit a new form (report) and refer to your previously submitted report.

#### **4.0 Page for notification with name**

After you have logged into the portal/whistleblowing channel, you can view the report you have submitted. On the left side of the portal, you will find a dialogue function (chat) that you can use to communicate with EY's whistleblowing reception. If EY's whistleblowing reception sends you a message via the portal, you will receive an email asking you to log into the portal to read the message.

Inquiry

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About the inquiry  
Submitted date: 18.03.25 - 12:46:13

Company name Other serious matters Censurable conditions ID Status:

---

Dialogue (you will have a dialogue with EY)

Chat messages will be displayed here as they are received

All messages are sent encrypted

Send message

Download

First name (\*)

Last name (\*)

Email (\*)

**Other category - please specify**

**Description of conditions**  
Here you can write the description, as detailed as possible

**Additional contacts**  
Written additional contacts

**Suggested investigative steps**  
I suggest xxx

Upload new file

## 5.0 Page for anonymous notification

You will, in the same manner as described in section 2.3, have access to the case you have submitted, as well as a dialogue function (chat) with EY's whistleblowing reception. However, if you have reported anonymously, you will not receive an email if EY's whistleblowing reception writes a message in the portal. In that case, you will need to log back into the system to see if there is a message from EY's whistleblowing reception.

Inquiry

---

About the inquiry  
Submitted date: 18.03.25 - 12:46:13

Company name Other serious matters Censurable conditions ID Status:

---

Dialogue (you will have a dialogue with EY)

Chat messages will be displayed here as they are received

All messages are sent encrypted

Send message

Download

First name (\*)

Last name (\*)

Email (\*)

**Other category - please specify**

**Description of conditions**  
Here you can write the description, as detailed as possible

**Additional contacts**  
Written additional contacts

**Suggested investigative steps**  
I suggest xxx

Upload new file

