



## Instructions for use of the whistleblowing channel to the notifier

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The Notification Channel (so-called whistleblowing channel) allows confidential reporting of suspected activities which do not comply with the legislation covered by the Notifier Protection Act and which may harm individuals, the organisation or the environment. The notification may concern the highlighting of suspected misconduct or risks related to Opera and Ballet's activities that the submitter has identified in his or her work or in connection with his work.

Such abuses may include corruption, bribery, fraud, embezzlement or other criminal activity, health and safety risks, environmental damage, abuses related to public procurement and public grants, and breaches of data protection.

Persons in charge	General Counsel, Head of Finance, Human Resources Manager
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### 1. Link to notification channel

[Log in to the notification channel using this link.](#)

### 2. Front page text

The screenshot shows the front page of the reporting channel. At the top left is the logo for OOPPERA BALETTI. Below the logo is the heading "Welcome to the misconduct reporting channel of Finnish National Opera and Ballet". The main text explains that the channel is for reporting suspected or actual violations of the law, rules, or policy of the Finnish National Opera and Ballet. It also mentions that users can view answers to previous notifications and access frequently asked questions. A prominent blue button labeled "Make a report" is centered on the page. At the bottom, a light green banner states: "You are now on the protected reporting system, hosted on secure external servers of EQS."

### 3. Country and Category of abuse

The screenshot shows the first step of a four-step reporting process. A progress bar at the top has four numbered steps: 1. COUNTRY & CATEGORY (highlighted), 2. PERSONAL DETAILS, 3. DESCRIPTION & FILE UPLOAD, and 4. REVIEW & SUBMIT. Below the progress bar is the heading "Country & Category". A dropdown menu is open, showing the question "In which country did the misconduct occur?". The dropdown list is currently empty, with the text "Country\*" and "Please select" visible. A small downward arrow is at the bottom right of the dropdown box.



#### 4. Type of Abuse

### Country & Category

∨ In which **country** did the misconduct occur?

Country\*

 ✕ ∨

I have read the contents of the [privacy policy](#).

∨ Select the kind of misconduct that you want to report. Find more information and a definition by right-clicking on the corresponding information symbol.

Category of misconduct\*

Bribery, Corruption, Kickbacks ⓘ

Antitrust Problems ⓘ

Problems with data protection and IT security ⓘ

Embezzlement, Misappropriation, Theft ⓘ

Fair play and Conflicts of interest ⓘ

Environment, Health and Safety ⓘ

Other ⓘ

✕ Cancel > Next

In the following situations, personnel or security processes already in place should be used primarily:

- safety deficiencies or observations: Falcony channel or notification to safety manager/superior
- improper conduct or harassment: conduct according to the “Good Behaviour Allowed” model, i.e. notification primarily to one’s own superior or other contact person.
- Discrimination: notification to their own superior or HR team.
- Obscurity regarding employment and remuneration: notification to their own superior or HR team.

#### 5. Personal details

You can only submit a notification under your own name. All communication takes place within the system using separate logins. Personal data obtained through the notification channel will be processed confidentially in accordance with applicable notifier protection, data protection and other regulations. The identity of the notifier is kept secret.



1

COUNTRY & CATEGORY

2

**PERSONAL DETAILS**

3

DESCRIPTION & FILE UPLOAD

4

REVIEW & SUBMIT

## Personal Details

Based on the selection you made before, you have to provide your identity.

First Name\*

Example: John

Last Name\*

Example: Smith

E-Mail Address

Example: info@example.com

Phone Number

Example: +41 52 747 65 47

✕ Cancel

< Back

> Next



## 6. Description and sending the file

1 COUNTRY & CATEGORY      2 PERSONAL DETAILS      **3 DESCRIPTION & FILE UPLOAD**      4 REVIEW & SUBMIT

### Description & File Upload

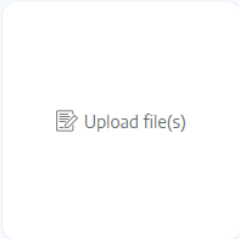
Please describe the incident as precisely as possible:

Please name all persons involved in the incident:

Where did the incident occur?

When and how did you obtain knowledge of this incident?

Is management aware of the incident?



#### Upload files

You have the option to upload documents on this page. The following file formats are permitted: PDF, Word, Excel, Power Point, GIF, JPEG (maximum 10 MB per file).




## 7. Check and sending the notification

1 COUNTRY & CATEGORY      2 PERSONAL DETAILS      3 DESCRIPTION & FILE UPLOAD      4 REVIEW & SUBMIT

### Review & Submit

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**1. COUNTRY & CATEGORY** 


In which **country** did the misconduct occur?

→ Finland

Select the kind of misconduct that you want to report. Find more information and a definition by right-clicking on the corresponding information symbol.

→ Bribery, Corruption, Kickbacks

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**2. PERSONAL DETAILS** 

→ **First Name**      John

→ **Last Name**      Smith

→ **E-Mail Address**      john.smith@opera.fi

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**3. DESCRIPTION & FILE UPLOAD** 

Please describe the incident as precisely as possible:

→ Your description

Please name all persons involved in the incident:

→ NN and MM

Where did the incident occur?

→ As specific as possible

When and how did you obtain knowledge of this incident?

→ Openly in your own words

Is management aware of the incident?

→ No

Upload Documents

→ No files were uploaded



## 8. Case number and receipt of the notification

Submit form

As soon as you have submitted your report, it will be processed securely. If you call the EQS Integrity Line again after an appropriate period, you will be able to view any replies or questions and submit further information about this incident. To access your personal and protected Inbox you will need your incident number and the password you have chosen (see below).

**Please write down your incident number:**

2Me3ya


Please enter a password. The password must have at least 6 characters and consist of capital and small letters as well as a number.

Password

Verify Password

Confirm here that you have noted your incident number and your password. You need your incident number and password to be able to access your Inbox. If you forget your incident number or your password, you will need to submit a new report. For security reasons and protection of your anonymity, we cannot recover your incident number or password.

Please enter the code visible in the image, or the code spoken in the recording. You may enter either code.

▶ 0:00 / 0:00

Code\*

✕ Cancel < Back > Send

## 9. Messages in relation to notification

After filling in the notification channel, within seven (7) days you will receive confirmation in the system of filing a notification. You will then receive a notification within the system within three (3) months of actions taken in response to the notification. All communication takes place inside the system using login and case number, that is, you will not receive any email from the notification channel.

The reported matters are examined in a confidential, timely, consistent, and impartial manner. Opera and Ballet nominated handlers are Anita Prusila, General Counsel, Ulla Paavola, Head of Finance, and Hanna Fontana, Human Resources Manager. Lotta Niemelä, Employment Lawyer, is a Deputy Handler. A designated member of the Audit Committee of the Board of Opera and Ballet, the General Director and/or Chairman of the Board may participate in the decision making resulting from the notifications.

Announcements are reported annually to the Audit Committee of the Board of Opera and Ballet.