



# Whistleblowing and Reporting Channels

## 1. General

From the World Meeting in September 2022 in Copenhagen, Round Table international has a whistleblowing or person of trust in place. This system has been put in place where a special chosen team complaints will investigate and report to the RTI board or act on the best interest of the RTI.

An Independent Persons of Trust team shall be in place at Round Table International as set out in the "Independent Persons of Trust" guidelines.

[independent Person of trust Guidelines](#)

[independent.persons.of.trust@gmail.com](mailto:independent.persons.of.trust@gmail.com)

This email address is completely independent of the RTI Board and only the members of the IPT committee have access to the email.

## 2. Q and A

- Who Can submit complaints and Report?  
Everybody. The complaint and reporting procedure is open to all Round Table Members, external persons, and other organizations.
- What can be reported?  
Any suspected or actual violations of laws or internal regulations and Policy`s, including those relating to human rights and environmental risks or obligations. Bribery, corruption, or any suspected violations of financial best Practices, Sexual misconduct of any kind, Violations of the Code of Conduct or the values of Round Table International, etc.
- Do I have Various options for submitting complaints or Reports?  
Complaints and reports can be submitted via the special set-up email address – send an email - and you don't even have to give your name if you don't want to.

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The email address is of an independent team. The data is stored on protected servers of Google.

If you prefer to contact someone directly at the RTI board, feel free to speak to any one of our RTI Board. But we can still ask you to send an email to the Person of trust team if the matter is too sensitive.

- Who will take care of my complaint or report?  
The Person of trust investigation team exists with members of every region. One will be appointed to take upon the matter. The person of trust team exists of old RTI board presidents or/and RTI region officers or/and other experiences Tablers.
- Will the Person of trust team keep my identity confidential?  
Yes. All complaints and reports may be submitted anonymously, and RTI takes great care to protect you as a reporter and ensures your complaint or report is kept confidential. Confidential data may only be disclosed on an as-needed basis as permitted by law. These principles apply regardless of the reporting channel.
- Will I be informed that my complaint or report is being processed?  
Yes. Within seven days of receipt of your complaint or report, you will receive an acknowledgement of receipt from Person of trust team.
- Will all complaints and reports be processed?  
Yes. We take all complaints and reports seriously. The Reporting Office examines each complaint and report to clarify whether there is sufficient information to process the matter. We may request additional information from you.
- What happens to my complaint or report once it has been examined?  
It depends: After the Person of trust examines your complaint or report, it may forward it to another responsible department within RTI for further handling and fact-finding or to a competent authority, or handle it itself. If the Reporting Office deems an internal investigation necessary, an Investigation Mandate will be issued. During the investigation, the person of trust team reviews relevant documents, speaks with witnesses and affected parties, and, if necessary, analyzes electronic data.

At the end of the fact-finding, the results are summarized in a report that is distributed to relevant internal stakeholders. Results may include recommendations for disciplinary action or other remedial measures, such as risk management and internal process measures.

Insofar as it is possible and legally permissible, we will inform you within three months of the measures taken – even if the fact-finding has not been completed by then.



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- Are there rules in place for fact-finding?  
Yes. All employees who are involved in internal fact-finding must adhere to certain rules of conduct, including:
  - The whistleblower must be protected! Their name and details of their report must be kept confidential on a need-to-know basis.
  - All fact-finding must be performed respectfully, objectively, and without any presumption.
  - Employees implicated by a complaint or report have the right to be heard.
  - Data and information must be treated confidentially on a need-to-know basis and consistent with legal requirements.
  - Any potential or actual conflict of interest on the part of any person engaged in fact-finding must be disclosed and the fact-finder must remove themselves from the matter.
- Am I protected as whistleblower?  
Yes. RTI will not tolerate retaliation of any kind!

Persons who in good faith submit complaints or reports will be fully protected. If you believe you or anyone else has been retaliated against or in any way has been treated differently for submitting a complaint or report, you should inform our company immediately through any of its reporting channels.

We follow up on all plausible allegations of retaliation or mistreatment. Severe measures will be imposed in response to substantiated act of retaliation.

