

Notification procedures at Hald International Centre

All employees and students shall be informed about these notification procedures.

Employees, hired workers as well as students who become aware of criticisable circumstances regarding Hald International Centre, are encouraged to notify, according to these guidelines.

What is a notification?

To notify (whistleblowing) is to report criticisable circumstances regarding Hald International Centre.

Many circumstances can be criticisable, for example information about abuse of power, weaknesses in the safety routines, irresponsible treatment, bullying, harassment, sexual harassment, assault, corruption, criminal behaviour, breaching of other legal prescriptions or bans, as well as violations of general ethical standards. Circumstances that the employee or hired worker find criticisable from their own political or ethical belief, are hence not included.

Whistleblowing is regulated in the Norwegian working environment act, chapter 2 A.

Why do we want notifications?

Article 2-4(1) in the Norwegian working environment act concludes the employee's right to give notice. By getting information about criticisable circumstances in the activity, the employer can straighten things up.

This makes sure violations of the law and other criticisable circumstances are avoided in the organization, which again can create a better work environment.

Your information can help the company achieving this.

Notifications regarding the owner organization's work in Norway and abroad, can help the organizations uncover criticisable circumstances and take necessary measures.

Who can notify?

All employees, substitutes, students and others can hand in a notice.

To whom shall the notification be given?

Regarding situations in the owner organizations (NMS, NKSS and Strømme Foundation) and their work and partners in Norway and abroad, we refer to their own notification channels and respective leadership. Contact information and more info is found here:

<https://nms.no/kontakt/>

<https://www.nkss.no/lagethk/>

<https://strommestiftelsen.no/ansatte/varsling>

Employees, students and others shall notify the general manager when it comes to matters regarding school operation, students and employees at Hald International Centre.

One may also notify directly to the spokesperson or safety who in her turn shall follow up the request towards the general manager.

If the information is regarding a matter involving the general manager, and/or you did not get any reaction from the person you first notified, you can contact chairman of the board.

You are always entitled to notify relevant matters to public authorities, such as the Norwegian Labour Inspection Authority, Ecocrime and the Norwegian Competition Authority, but it is desired that notifications are tried internal first, as the company has organized for.

How can you notify?

You can notify in writing or orally, and the whistle-blower should clarify that the information is considered as a notification on or a suspicion of criticisable circumstances.

Verbal (oral) notifications can be given over the phone, or directly to general manager .

Written notifications can be sent by letter or e-mail to general manager.

Anonymous notification can be dispatched through a online form here:

<https://goo.gl/forms/rJrpjfXayxuPiW872> , but it is desired that you state your identity on account of the company's need to examine the matter as thorough as possible. This also ensures the best result possible.

If you hand in a notification, your name will be a confidential piece of information for the limited amount of people in the organization that deal with the matter (see next chapter).

Notification follow-up

The person who receives the notification, shall follow up this and examine the assertions thoroughly. Clearing up factual information and having conversations with the involved parties and the person which notified, is the first step. Any criticisable circumstances shall be taken care of immediately. If it is a matter of serious and possible criminal acts, external help shall be sought, for example by using a lawyer or external audit.

Notifications at Hald International Centre shall always be discussed between the general manager and chairman of the board. Vice-chairman is called in if necessary. If the notification is

about the general manager, chairman of the board or vice-chairman, the person concerned will be cut off the case, and another member of the chair takes his or her place.

As long as the identity of the whistle-blower is known, he or she should always get a response as soon as possible, about how the matter is being handled.

As far as possible, the whistle-blower should also be informed about the result of the case.

In case the completed investigation didn't expose any criticisable circumstances, the whistle-blower should also be informed about this.

Reports about criticisable circumstances regarding a person whose identity is known, is considered as personal data and shall be handled in accordance with the regulations in the Personal Data Act.

Safety and responsibility of the whistle-blower

The person who hands in the notification (the whistle-blower) is protected against retaliation as a result of the notification.

Retaliation could be a warning, dismissal, harassment, change of position etc.

If you still experience retaliation, immediately report to the chairman of the board. It should swiftly be followed up by him.

The whistle-blower has an independent responsibility for giving complete and correct information. False accusations or notifications can lead to disciplinary and economic consequences for the whistle-blower, based on the amount of resources used following up the false accusation or notification.

Contact information:

General Manager Agnar Aasland, tlf 95744963, agnar.aasland@hald.no

Chairman of the board, Espen S. Topland, tlf 40406034, espenst@nms.no

Spokes person, Britt Jorunn Neerland, 48886644, britt.jorunn.neerland@hald.no

Safety representative, Anne Christine Justvik, 41685988, nine.justvik@hald.no

Postal adress all: Hald Internasjonale Senter, Halseveien 37, 4517 Mandal

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