

INTERNAL REPORT OF VIOLATIONS OF REGULATIONS IN THE WORKING ENVIRONMENT

The report can only be submitted by a natural person and sent to the address for reports in the company (see regulations). This report is not intended for violations that occurred outside of your work environment and e.g. resolving disputes with colleagues, mobbing and the like.

Your report will be processed by the trustee for the company LAFERT Elektromotorji d.o.o. and, if necessary, provide you with assistance in the event of employer retaliation. The report will be processed according to the procedure defined in the Rules on the establishment of an internal system for reporting violations and protection of applicants in the company LAFERT Elektromotorji d.o.o.

If you wish, you can apply anonymously, without revealing your personal data. If you want to receive feedback, you must specify the address or method to which you want to receive it.

The trustee who will handle your application may subsequently contact you or ask you to complete the report in order to effectively deal with the violation.

If you believe that the internal report cannot be dealt with effectively or that there is a risk of retaliatory measures, you can submit an external report to the competent authority (authorities for external reports are defined in Article 14 of the Act on the Protection of Reporters. These are, for example, the Information Commissioner, FURS, the Inspectorate for public sector, the National Audit Commission for the Audit of Public Procurement Procedures, the Bank of Slovenia, the Labor Inspectorate of the Republic of Slovenia and others). The form for external reports is generally available on the website of the authority to which you submit the application. Even the competent external reporting authority must not reveal your identity. Disclosure of identity without your consent is defined as a misdemeanor under the ZZZP.

1. INFORMATION ABOUT THE APPLICANT:

Name and surname:

OR

Anonymous report:

Employed or other connection with the institution's working environment:

Address:

E-mail:

Phone:

Other accounts

personal data:

OR

Contact address for feedback if the anonymous whistleblower wants it (in the case of an anonymous report; but this is optional):

Address:

E-mail:

Telephone:

Other contact information:

2. INFORMATION ABOUT THE VIOLATION:

The violation relates to the working environment at LAFERT Elektromotorji d.o.o.

Time of start, duration and end of the infringement:

(note. The whistleblower is not entitled to protection under the ZZPri if he submitted the report two years or more after the infringement ceased.)

Information about the offender:

Description of the violation (what, when, where, how):

(Indicate the violated regulation and also any witnesses and documents or other evidence that support your claims (e.g. e-mail communication, documents, ...); attach the documents/evidence to the application.)

Attached documents/evidence:

3. PROTECTION AGAINST RETALIATION:

Some whistleblowers may risk retaliation (as a form of "retaliation" by management or co-workers) if they report (internally or externally). Retaliatory measures can e.g. include dismissal, transfer, reduction in pay, disciplinary action, pressure or intimidation. Threats of retaliation or attempted retaliation are also considered retaliation. If such a risk is also given in your case, please fill in the section below.

The whistleblower is not entitled to protection if he submitted the report two years or more after the infringement ceased.

Is there a risk of retaliation for reporting?

YES

NO

If YES, please indicate what risks and retaliations you believe could occur:

Would you need help and protection from retaliation?

YES

NO

If YES, mark or complete in what form you would need help and protection:

information on legal options,
confirmation of the submitted application,
evidence from the application procedure,
other:

4. INFORMATION ON REPORTING PROCESS:

Your report will be processed by a trustee. If necessary, other persons who may be familiar with the content of the report will be included in the consideration, but your identity will not be revealed to them! In accordance with the ZZPri, the trustee will inform you:

- within seven (7) days after receiving the report on whether it will be considered;
- within three (3) months on the status of the reporting process, if it has not yet been completed;
- within three (3) months on the completion of the hearing and on the measures taken and the outcome of the process.

If you believe that a crime has been committed, we suggest that you file a complaint with the competent authority (police or state prosecutor's office).

If the report results in the suspicion of the commission of a criminal act for which the reported party is prosecuted ex officio, the external reporting authority is obliged to report it to the state prosecutor's office or the police in accordance with Article 145 of the Criminal Procedure Act.

5. CONFIRMATION OF REALITY:

I confirm that the information in this report is true, I submit the report in good faith and I am aware that a false report can be a misdemeanor under Article 28 of the ZZPri, for which a fine of 400 to 1,200 EUR is threatened.

In _____, on _____

Signature: _____

(optional for anonymous login)