

Based on Article 16 of the Law on Whistleblower Protection (Official Gazette of the Republic of Serbia, No. 128/14 - hereinafter referred to as the Law) and based on the Rulebook on the manner of internal whistleblowing, the manner of determining an authorized person at the employer, as well as other issues of importance for internal whistleblowing at the employer (Official Gazette of the Republic of Serbia, No. 49/15), the director of the QUANTUM PROING doo hereby issues:

RULES ON INTERNAL WHISTLEBLOWING PROCEDURE

Article 1.

This Rulebook regulates the internal whistleblowing procedure, including the manner of initiating the procedure, deadlines for action, and taking appropriate actions and measures to eliminate observed irregularities and the consequences of harmful actions against the whistleblower.

Article 2.

A whistleblower is a natural person who reports a violation of the law in connection with their employment, employment procedure, use of services of state and other authorities, holders of public authority or public services, business cooperation and ownership of a company.

Whistleblowing is the disclosure of information about violations of regulations, violations of human rights, the exercise of public powers contrary to the purpose for which they were entrusted, threats to life, public health, safety, the environment, as well as to prevent large-scale damage.

A harmful act is any act or omission related to whistleblowing that endangers or violates the rights of the whistleblower or a person entitled to protection as a whistleblower, or that places those persons in a disadvantageous position.

Article 3.

The internal whistleblowing procedure is conducted by a person authorized by the employer by a decision published on the employer's notice board (hereinafter: Authorized Person).

The internal whistleblowing procedure is initiated by the whistleblower submitting information to the Authorized Person.

Information may be provided in writing or orally for the record.

Written submission of information initiating the internal whistleblowing procedure may be done by directly delivering the information letter to the Authorized Person, by regular or registered mail, or by e mail.

Oral submission of information is done orally on the record.

Article 4.

When information is submitted by direct delivery of a letter containing the information or orally on record, the Authorized Person shall draw up a confirmation of receipt of information regarding the internal whistleblowing, which shall be submitted to the whistleblower.

When information is delivered by regular or registered mail, the Authorized Person issues a confirmation of receipt of the information and on that occasion states the date of delivery of the item to the post office as the date of receipt of the information by registered mail, and the date of receipt of the information by regular mail as the date of receipt of the item by the employer.

When information is forwarded to the Authorized Person by e-mail, the confirmation of receipt of the information shall state the date indicated in the confirmation of receipt of the e-mail.

Article 5.

The acknowledgement of receipt of information contains: a brief description of the facts of the submitted information regarding internal whistleblowing; time, place and method of submitting information regarding internal whistleblowing; number and description of attachments submitted with the information; information on whether the whistleblower wishes his or her identity not to be disclosed; information on the employer; employer's stamp; signature of the Authorized Person.

The confirmation of receipt of information may contain the whistleblower's signature and his/her details, if he/she agrees to it.

Article 6.

In order to prevent the whistleblower's identity from being revealed, ordinary and registered mail marked as being addressed to an Authorized Person or clearly indicating on the cover that it contains information related to internal whistleblowing may only be opened by an Authorized Person.

Article 7.

The authorized person is obliged to protect the personal data of the whistleblower, or data on the basis of which the identity of the whistleblower can be revealed, unless the whistleblower agrees to the disclosure of such data, and in accordance with the law governing the protection of personal data. Any other person who learns information related to the whistleblower is obliged to protect such data.

The authorized person is obliged to inform the whistleblower that his identity may be disclosed to the competent authority, if without revealing the whistleblower's identity, the action of that authority would not be possible, as well as to inform him about the measures for the protection of participants in criminal proceedings. The authorized person is obliged to inform the whistleblower about the necessity of revealing the whistleblower's identity during the proceedings, before revealing the identity.

The Authorized Person may not disclose information about the identity of the whistleblower, or information on the basis of which the identity of the whistleblower can be revealed, to the person referred to in the information, unless otherwise provided for by a special law.

Article 8.

Upon submission of the information, the Authorized Person checks the content of the information, i.e. whether the information contains data that is the subject of an alert, such as data on violations of the census, violations of human rights, exercise of public powers contrary to the purpose for which they were entrusted, threats to life, public health, safety, the environment, as well as data on the prevention of large-scale damage.

Article 9.

The authorized person is obliged to act on the submitted information without delay, and no later than 15 days from the date of receipt of the information.

The authorized person is obliged to inform the whistleblower about the outcome of the procedure based on the submitted information upon completion of that procedure, within 15 days from the date of completion of the procedure.

Article 10.

In order to verify the information, the Authorized Person shall take appropriate action, of which he shall inform the employer and the whistleblower, if possible based on the available data.

The authorized person is obliged, at the request of the whistleblower, to provide the whistleblower with information about the progress and actions taken in the procedure, as well as to enable the whistleblower to inspect the case files and to attend the actions in the procedure.

If statements are taken from persons in the proceedings for the purpose of verifying information, a record shall be drawn up. The content of the record may be objected to.


Article 11.

Upon completion of the procedure, the Authorized Person prepares a report on the actions taken in the procedure regarding the information, proposes measures to eliminate the observed irregularities and the consequences of the harmful action.

The report referred to in paragraph 1 of this Article shall be submitted to the employer and the whistleblower, about which the whistleblower may state his/her views in writing or orally in the minutes. In order to eliminate the observed irregularities resulting from the harmful action that occurred in connection with internal whistleblowing, the employer is obliged to take appropriate measures based on the report referred to in paragraph 1 of this Article.

Article 12.

This rulebook enters into force on the eighth day after its publication on the employer's notice board. The Rulebook is published on the employer's website.



Stefan Milićević, director
Belgrade, Serbia, November 24, 2021.