



beck whistle – Internal Reporting System

Our services:

- On the homepage <http://www.meldestelle.services>, beck Service GmbH (in the following referred to as “beck Service”) will set up and operate an individual subdirectory for the customer and thus provide a possibility of digitally submitting reports of violations under the HinSchG (hereinafter only referred to as “report”) in text form. Upon request, oral reporting in a personal meeting or by telephone will be possible, too.
- Upon the customer’s request, beck Service will allow anonymised reports via the digital reporting system.
- For reporting by telephone,¹ if requested, beck Service will provide an individual landline telephone number with the area code of the customer's place of business used only for the purposes of the internal reporting system.
- Suitable conference facilities will be provided at the beck Service office location for face-to-face meetings.
- Deadline for an implementation of the above technical installation and availability of your internal reporting system is 14 days from the signing of the contract.
- The operation of the established reporting system, the management of the procedure, and the follow-up measures shall include the following tasks and services:
 - provision of clear and easily accessible information on external reporting procedures and relevant reporting procedures of European Union institutions, bodies, offices or agencies for employees,
 - documentation of the reports,
 - returning a receipt of the reporting to the whistleblower no later than seven days after having received his/her report,
 - check whether the reported violation falls within the material scope of application according to HinSchG sec. 2,
 - maintaining contact with the whistleblower,

¹ This requires presentation of a trade register application or an extract from the commercial register with the registered business address in the desired area code.



- verification of the validity of the report received,
- if necessary, requesting further information from the whistleblower,
- within the time limits specified in HinSchG sec. 17 para. 2 sentence 1, feedback shall be given to the whistleblower on the planned and taken follow-up measures, and their reasons. Pursuant to HinSchG sect. 17, para. 2, sentence 3, a report may only be made back to the whistleblower if this does not affect internal enquiries or investigations, and the rights of the persons who are the subject of the report or who are named in the report are not impaired, and
- initiation of follow-up measures
 - according to HinSchG sec. 18 para. 2 by referring the whistleblower to other competent authorities,
 - according to HinSchG sec. 18 para. 3 by closing the proceedings due to lack of evidence or for other reasons, or
 - according to HinSchG sec. 18 para. 4 lit a) by handing over the proceedings for the purpose of further investigations to a work unit responsible for internal investigations at the client's premises.

beck Service shall not be obliged to initiate further follow-up measures.

- Beck Service shall prepare and make available quarterly statistical analyses of whether reports have been received and what type of reports they are.
- Additional legal advice such as support services which go beyond the aforementioned scope of services within the framework of the implementation of the follow-up measures pursuant to HinSchG sec. 18 or training measures, etc., can be agreed separately with beck rechtsanwälte.