

Learn more about whistleblowing at 3 Step IT

3 Step IT upholds the highest standards of integrity in all business it conducts. We ensure fair, safe and healthy working environment and expect all 3 Step IT's management, employees and business associates to comply with laws, regulations and values stated in our Code of Conduct.

To support responsible behaviour we ask you to inform us through our Whistleblowing channel, if you observe unethical behaviour.

An external service provider WhistleB is responsible for technical execution of the Whistleblowing channel. It ensures the whistleblower is anonymous, and the report is securely sent and tamper-proof.

QUESTIONS & ANSWERS

1. WHEN SHOULD I MAKE A REPORT?

You should raise a concern when you observe unethical behaviour conducted by 3 Step IT management, employees or associates. You do not need hard evidence or to be completely certain of a violation to make a report. It is sufficient that you have a strong suspicion and that you make the report sincerely.

2. WHAT IS CONSIDERED AS UNETHICAL BEHAVIOUR?

Unethical behaviour includes among others:

- Non-compliance with laws and regulations
- Unfair competition
- Health and safety issues

- Discrimination or unequal opportunities
- Bullying or harassment
- Breach of data protection and security
- Risks to the environment
- Corruption, bribery or conflicts of interest



More information can be found in 3 Step IT's [Code of Conduct](#).

3. WHEN SHOULD I USE THE WHISTLEBLOWING CHANNEL VS OTHER REPORTING MECHANISMS?

If you are a 3 Step IT employee, we suggest you normally report suspicions to your direct manager, the person responsible for the specific matter or any member of management. If you feel you cannot discuss the matter with them, we encourage you to report concerns anonymously through the Whistleblowing channel.

Business associates and other stakeholders may discuss concerns with their contact person at 3 Step IT or report the suspicion through the Whistleblowing channel.

If your concern relates to a customer complaint, service suggestion or quality issue, please talk to your sales person, to customer support, or contact us [here](#).

4. HOW IS MY REPORT PROCESSED?

If you do not disclose your identity when making the report, you will be anonymous to the external service provider. The WhistleB platform does not save metadata and IP addresses cannot be traced. 3 Step IT will not attempt to find out a whistleblower's identity.

If whistleblower provides contact information, 3 Step IT is responsible for protecting the informant's identity and ensuring no retaliation from the company or its representatives will take place towards the informant. There is a process in place for whistleblowers to report any experiences of poor treatment after making the report.

If investigating the suspicion leads to criminal investigation by the authorities, case information will also be given to those entities and individuals participating in the investigation, who are legally entitled to receive the information. This applies to the whistleblower's contact information if he or she provided it.

5. HOW CAN I BE SURE TO STAY ANONYMOUS AND NOT FACE NEGATIVE CONSEQUENCES FOR MAKING A REPORT?

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6. WHAT CONSEQUENCES MIGHT FOLLOW THE INDIVIDUAL NAMED IN A REPORT?

Based on the findings of the investigation, appropriate corrective measures will be taken, This may include further training or disciplinary action for the individual named in the report. 3 Step IT will not take disciplinary action towards people under suspicion before the investigation has been completed.

A business associate who has found to have breached 3 Step IT's ethical norms, fair business practice or has broken the law may face negative consequences including termination of their business relationship, liability for damages and criminal liability.

Anyone found to have retaliated against or victimised someone for making a report or for assisting in an investigation will be subject to disciplinary action under our disciplinary procedures.

Malicious false accusations will be investigated and may be subject to disciplinary or legal action.

If you would like more information about the application of 3 Step IT's Whistleblowing channel and policy, please use our contact form and we will get back to you as soon as possible.