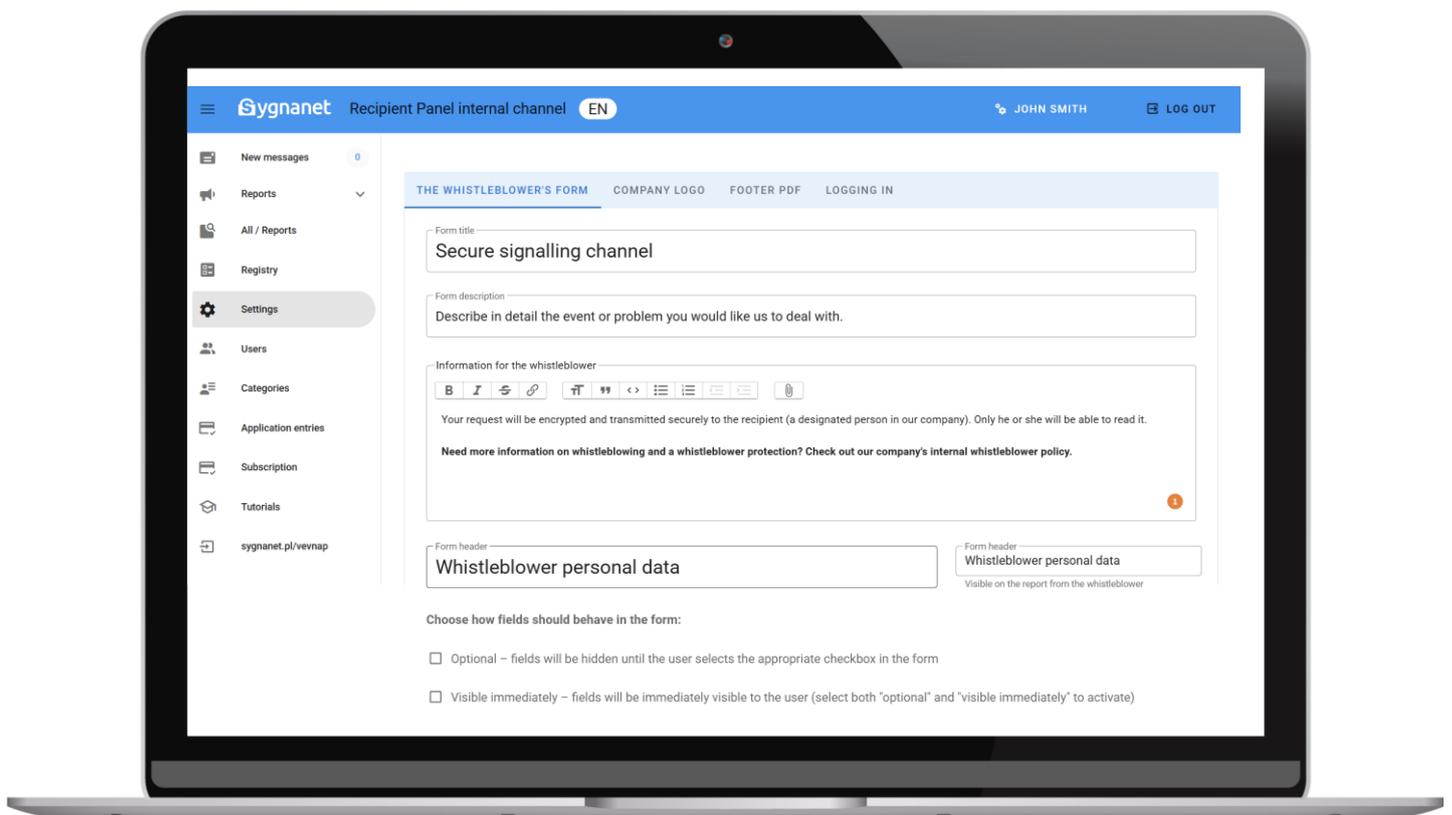


In the **"Settings"** tab, you can edit the **whistleblower reporting form** (sub-tab **"report form"**).

Such a form may:

- be anonymous
- include any elements you define, such as a request to provide whistleblower details
- include any elements you define, such as a request to provide whistleblower details with an option (the whistleblower decides whether to fill in the indicated fields)

**THE WHISTLEBLOWER REPORT FORM CAN BE CREATED BY THE MAIN REPORT RECIPIENT AND THE ADMINISTRATOR.**



Select „**The whistleblower’s form**“ in the **“Settings”** tab to customize it to your needs.

You can edit every part of the reporting form.

## Form title:



Form title

Secure signalling channel

## Form description:

Form description

Describe in detail the event or problem you would like us to deal with.

## Information for the whistleblower (gray field):

Information for the whistleblower

**B I S** **TT** **”** **< >**

Your request will be encrypted and transmitted securely to the recipient (a designated person in our company). Only he or she will be able to read it.

**Need more information on whistleblowing and a whistleblower protection? Check out our company's internal whistleblower policy.**

## Form header:

Form header

Whistleblower personal data



*On the whistleblower's form*

Form header

Whistleblower personal data

Visible on the report from the whistleblower



*On your documents in the recipient panel*

# Anonymous Form

The anonymous form is set by default. Checkboxes (selection buttons) are unchecked (as shown below).

Choose how fields should behave in the form:

- Optional – fields will be hidden until the user selects the appropriate checkbox in the form
- Visible immediately – fields will be immediately visible to the user (select both "optional" and "visible immediately" to activate)

Text when fields are optional  
Submit my personal data

## Secure signalling channel

Describe in detail the event or problem you would like us to deal with.

Content of the report

WHISTLEBLOWER'S FORM PREVIEW



A	A+	A++
A	A	A

Your request will be encrypted and transmitted securely to the recipient (a designated person in our company). Only he or she will be able to read it.

**Need more information on whistleblowing and a whistleblower protection? Check out our company's internal whistleblower policy.**

## Attachments

No attachments

cn46t Solve captcha

Add file Send report

# Optional Form

If you check the "optional" checkbox and click "save" (as shown below), you will get an optional form (the whistleblower decides whether they want to provide their details). You can edit the field "text when fields are optional."

Choose how fields should behave in the form:

- Optional – fields will be hidden until the user selects the appropriate checkbox in the form
- Visible immediately – fields will be immediately visible to the user (select both "optional" and "visible immediately" to activate)

Text when fields are optional  
Submit my personal data

WHISTLEBLOWER'S FORM PREVIEW



Whistleblower personal data

Submit my personal data

Content of the report



Whistleblower personal data

Submit my personal data

Name and last name

Phone

Email

By clicking the checkbox, you agree to the processing of your personal data in connection to your application. Before ticking it, you must read the Information on the processing of personal data contained in the link below. Checking this box is voluntary, but if you do not agree, you will not be able to submit your application

I agree.

# Visible immediately

If you select both checkboxes and click "Save" (as shown below), you will receive a form with additional fields immediately visible.

Choose how fields should behave in the form:

- Optional – fields will be hidden until the user selects the appropriate checkbox in the form
- Visible immediately – fields will be immediately visible to the user (select both "optional" and "visible immediately" to activate)

Text when fields are optional

Submit my personal data

WHISTLEBLOWER'S FORM PREVIEW

SAVE



## Secure signalling channel

Describe in detail the event or problem you would like us to deal with.

A A+ A++

A A A

## Whistleblower personal data

Name and last name

Name and last name

Phone

+48123456789

Email

example@example.com

By clicking the checkbox, you agree to the processing of your personal data in connection to your application. Before ticking it, you must read the information on the processing of personal data contained in the link below. Checking this box is voluntary, but if you do not agree, you will not be able to submit your application

I agree.

Your request will be encrypted and transmitted securely to the recipient (a designated person in our company). Only he or she will be able to read it.

**Need more information on whistleblowing and a whistleblower protection? Check out our company's internal whistleblower policy.**

## Adding fields to the form

You can add any fields (form field, checkbox, text, link, list, file) and arrange them in any order using the drag-and-drop method. Customize the form's appearance to meet your organization's needs. Click "Add new item" to get started.

Add

**+** ADD NEW ITEM

**FIELD** CHECKBOX TEXT LINK LIST FILE

Type: **Field**

**i** A standard form field that allows entering a response to a given question, e.g., name, email address. You can decide whether the field is required to submit the entry. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

Name

Placeholder

Fill out the item is required

CANCEL SAVE

## Types of form fields

A typical **form field** that allows you to ask a question (e.g., about the whistleblower's details). You can decide whether this field is mandatory to fill in (if the whistleblower does not complete the field, they will not be able to submit the report).

Add

**FIELD** CHECKBOX TEXT LINK LIST FILE

Type: **Field**

*i* A standard form field that allows entering a response to a given question, e.g., name, email address. You can decide whether the field is required to submit the entry. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

Name

Placeholder

Fill out the item is required

CANCEL **SAVE**

## Checkbox (a selection field).

You can use it, for example, to allow the whistleblower to consent to the processing of personal data or accept the terms and conditions. You can decide whether this field is mandatory (if the whistleblower does not check the box, they will not be able to submit the report).

Add

[FIELD](#) **[CHECKBOX](#)** [TEXT](#) [LINK](#) [LIST](#) [FILE](#)

Type: **Checkbox**

*i* A list of options (e.g., consents) available as checkboxes. The user can select one or more options, depending on the form configuration. You can decide whether selecting an option is required to submit the entry. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

Checkbox text

Fill out the item is required

[CANCEL](#) **[SAVE](#)**

A **text** field. You can use it to add any text, such as an information clause. You can use this field like a text editor (e.g., to bold fonts).

Add

[FIELD](#) [CHECKBOX](#) **TEXT** [LINK](#) [LIST](#) [FILE](#)

Type: Show text

ⓘ A field used to display fixed informational text on the form, such as instructions for the user or legal clauses. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

**B** *I* ~~U~~         

Text to show

[CANCEL](#) **SAVE**

**Link.** You can add a link to the reporting procedure or GDPR, for example.

Add

[FIELD](#) [CHECKBOX](#) [TEXT](#) **LINK** [LIST](#) [FILE](#)

Type: Show link

ⓘ A field that allows adding a clickable link to an external page. It can lead, for example, to terms of service, privacy policy, or additional informational materials. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

Text, which will be a link

Website address

[CANCEL](#) **SAVE**

**List.** You can add any list and decide whether selecting an item is mandatory for the whistleblower (if they do not select an item, they will not be able to submit the report).

Add

[FIELD](#) [CHECKBOX](#) [TEXT](#) [LINK](#) **[LIST](#)** [FILE](#)

Type: Dropdown list

ⓘ A field that allows the user to select one option from a dropdown list. You can decide whether selecting an item from the list is required to submit the entry. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

List name

New item +

Fill out the item is required

[CANCEL](#) **[SAVE](#)**

**File.** You can, for example, add a PDF file with the whistleblowing procedure or GDPR regulations.

Add

[FIELD](#) [CHECKBOX](#) [TEXT](#) [LINK](#) [LIST](#) **[FILE](#)**

Type: File

ⓘ A field that allows adding a file (e.g., a PDF with terms and conditions) directly to the form. The user can download and review the document without having to visit an external page. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

File name

**UPLOAD FILE**

[CANCEL](#) **[SAVE](#)**

## ADDING FORM FIELDS – TIPS

You can add any fields and arrange them in any order using the drag-and-drop method.

Each time:

- Name the field or add some text.
- In some cases, you can decide whether the field is required for the whistleblower to fill out/check.
- Don't forget to save the added field.

After adding the field, don't forget to confirm the changes by clicking:



SAVE ITEMS ORDER CHANGES

You can delete or edit any added field:

Name and last name

Name and last name

DELETE

EDIT