

# Which procedures are there?

## Regulations governing the suspicion of wrongdoing

## Individual complaints procedure

## External complaints procedure

### For whom?

Person who came into contact with TNO in a work-related context.  
From an employee to suppliers, job applicant etc.

Employee of TNO.

A third person (not an employee of TNO).

### For what?

1. a Breach or risk of a Breach of Union law or
2. an act or omission with regard to which the public interest is at stake.

The public interest is in any event at stake if the act or omission affects more than just personal interests and is either part of a pattern or structural in nature, or is serious or broad in scope. Think about internal rules that impose a specific obligation which apply to TNO by virtue of a statutory regulation or which have been adopted by TNO, such as the scientific or business integrity standards from the NCCRI or the TNO code.

You can also think about a risk to public health, public safety or the environment or omission that jeopardises the proper functioning of the public services or an undertaking as a result of improper conduct or omission.

A complaint about behavior contrary to:

- provisions from your employment contract;
- applicable guidelines and usual procedures within TNO;
- behavioral standards applicable within TNO; or
- undesirable forms of behavior.

Complaint about the way TNO or a part of TNO as a governing body, or a person who works under the supervision of TNO, has behaved in a certain occasion against others.

### Where to report?

Internal: Integrity Reporting Centre.  
External: external authorities, such as the Dutch Whistleblowers Authority etc. (see Article 1.4 Regulations).

Preliminary consultation with manager.  
Then possibility for complaint at the Managing Director or the Central Complaint- and Advice Committee (CKAC).

Executive Board, attn.  
Corporate Legal.



One of the options to report is via the [Regulations governing the suspicion of wrongdoing](#). In this visual you can see what to expect during the handling of the report.

**Principles**

- Confidential handling of information.
- Information, advice and support for parties involved.
- Protection against detriment of parties involved.
- Independent Integrity Reporting Centre.

