Annex to the Order of the Director of the Institute No. 33/24 of 17 September 2024

**Regulations for internal reporting**

**at the National Research Institute of Animal Production**

**§ 1**

**General provisions**

1. These regulations (hereinafter referred to as the "Regulations") define the internal procedure for reporting violations of the law at the National Research Institute of Animal Production (hereinafter referred to as the "Institute"), understood as an act or omission that is unlawful or intended to circumvent the law, regarding: corruption; public procurement; financial services, products and markets; counteracting money laundering and terrorism financing; product safety and compliance with requirements; transport safety; environmental protection; radiological protection and nuclear safety; food and feed safety; animal health and welfare; public health; consumer protection; protection of privacy and personal data; security of networks and ICT systems; financial interests of the State Treasury of the Republic of Poland, local government units and the European Union; the internal market of the European Union, including public law rules on competition and state aid as well as corporate taxation; constitutional freedoms and rights of humans and citizens – occurring in an individual's relations with public authorities and unrelated to the areas indicated above. The Regulations also enable reporting information about violations of the Institute's internal regulations, the scope of which concerns the areas of law described in the preceding sentence.

2. The procedure for reporting violations serves to increase the effectiveness of detecting irregularities and taking actions to eliminate them and reduce risks at all organizational levels of the Institute.

3. The Regulations enable reliable and independent examination of the report and in a way that ensures protection against retaliatory, repressive, discriminatory or other types of unfair treatment in connection with the report.

4. The scope of the Regulations covers reports of violations, regardless of whether the reports are made by persons working at the Institute (or its branch) under an employment relationship or by other persons who became aware of the violation in the context related to the work of the Institute, regardless of the legal basis and form of performing work, performing a function or performing service, as well as regardless of whether a given legal relationship is yet to be established, exists or has already ceased.

5. Each employee of the Institute (or its branch) is obliged to read the content of the Regulations (a new employee is obliged to read the content of the Regulations before being allowed to work).

**§ 2**

**Definitions**

1. The terms used in the Regulations mean:

1) follow-up action – action taken to assess the accuracy of the information contained in the report and to prevent the violation of law that is the subject of the report;

2) retaliatory action – direct or indirect action or omission related to a report that violates or may violate the whistleblower's rights or causes or may cause unjustified damage to the whistleblower, including unjustified initiation of proceedings against the whistleblower;

3) information about violation of law – information, including reasonable suspicion regarding an actual or potential violation of law that has occurred or is likely to occur;

4) feedback – information provided to the whistleblower on planned or undertaken follow-up actions and the reasons for such actions;

5) reporting committee – a committee established by order of the Director of the Institute, authorized to accept reports, take follow-up actions including verification of the report and further communication with the whistleblower, and keep a register of reports.

6) violation – violation of the law or internal regulations of the Institute to the extent specified in § 1 section 1;

7) employer – National Research Institute of Animal Production, on behalf of and for which the Director of the Institute or a person authorized by him acts;

8) whistleblower – a person reporting a violation of the law or internal regulations in force at the Institute;

9) report – an oral or written internal report submitted in accordance with these Regulations;

10) external reporting – oral or written submission of information about a violation of the law to the Commissioner for Human Rights or a public authority.

**§3**

**Reporting procedure**

1. The report may be submitted:

1) in writing:

a) in paper form – by sending or forwarding the report to the following address: National Research Institute of Animal Production, ul. Krakowska 1, 32-083 Balice, with the note "Reporting Committee";

b) in electronic form – by sending the report to the e-mail address: sygnalista@iz.edu.pl;

2) orally:

a) by phone +48 798 936 849 – available on Wednesdays (on working days), at 10:00–12:00;

b) at the request of the applicant – during a direct meeting at the Institute, organized within 14 days from the date of receipt of such a request.

2. An oral report is documented in the form of a recording of the conversation (with the consent of the whistleblower) or in the form of a minutes of the conversation, reproducing its exact course. The whistleblower may check, correct and approve the conversation protocol.

3. The report may be:

1) open – when the whistleblower agrees to disclose his or her data to persons involved in clarifying the matter;

2) confidential – when the whistleblower does not agree to the disclosure of his or her data, and therefore the data is classified.

4. Anonymous reports will not be considered in the manner provided for in the Regulations.

5. The report must include an explanation of the subject of the report and at least the following information:

1) details of the reporting person;

2) date and place of the violation of law or date and place of obtaining information about the violation of law;

3) description of the situation or circumstances of violating the law or creating the possibility of violating the law;

4) indication of the entity to which the report relates;

5) identification of possible witnesses of violation of the law;

6) providing evidence and information about violations of law;

7) indication of the preferred method of return contact;

8) confidentiality provision if the whistleblower does not agree to the disclosure of his or her data. The internal reporting template is attached as Appendix 1 to the Regulations.

6. The report may be additionally documented with collected evidence and a list of witnesses.

**§ 4**

**Acceptance of the report**

1. Reports are accepted and examined by the reporting committee (hereinafter referred to as the "Committee"), appointed by the Director of the Institute by order.

2. Reports should be considered in the order in which they are received, unless the gravity or nature of the violation justifies giving a given case priority.

3. Confirmation of receipt of the report is made by the Chairman of the Committee (and in his absence, another member of the Committee indicated by him), within 7 days from the date of receipt of the report, in the form indicated by the whistleblower as the preferred method of return contact. The indicated deadline does not apply to situations in which the whistleblower did not provide the address to which the confirmation should be sent.

4. If the report was accepted by an employee of the Institute without authorization, this employee is obliged to immediately forward the report to the Committee and not to disclose information that may result in establishing the identity of persons associated with the report.

5. Members of the Committee who, according to the content of the report, may be involved in the violation that is the subject of the report, may not participate in the work of the Committee regarding the examination of this report. In such a case, the Director of the Institute will authorize other persons to consider the report.

**§ 5**

**Follow-up**

1. The Committee shall follow up by:

1) verifying reports and conducting explanatory proceedings;

2) submitting a request to the Director of the Institute to take actions aimed at removing deficiencies or preventing violations indicated in the report;

3) providing feedback on the finding or lack of a breach and possible measures that have been or will be applied in response to the identified breach;

4) fulfilment of the information obligation in the field of personal data protection regulations;

5) ensuring confidentiality and impartiality during activities;

6) maintaining a register of reports.

2. As part of its follow-up activities, the Committee may, in particular:

1) ask the whistleblower, using the contact address, for explanations or additional information that may be in his possession.

2) summon witnesses to testify and consult with people whose knowledge will enable a comprehensive explanation of the case;

3) analyse the documentation necessary to recognize the report.

3. The Committee shall waive follow-up action where:

1) at the stage of verification of the report, it finds that it is clearly unfounded, false or that it is impossible to obtain the information necessary to conduct the investigation procedure;

2) the report concerns a matter that was already the subject of a previous report, and the re-report did not contain significant new information about the violation.

A note waiving follow-up should be included in the register.

4. The Committee's decisions are taken by a simple majority of votes. In the event of an equal number of votes, the vote of the Committee Chairman prevails.

**§ 6**

**Feedback**

1. The Committee shall provide the whistleblower with feedback within 3 months from the date of confirmation of receipt of the report, and if confirmation has not been provided – within 3 months from the expiry of 7 days from the date of submission of the report, unless the whistleblower did not provide the contact address to which this information should be sent.

2. The feedback includes information on whether or not a violation has been detected and any measures that have been or will be applied in response to the identified violation.

**§ 7**

**Personal data**

1. The administrator of personal data (hereinafter referred to as the "Administrator") of persons submitting or assisting in submitting the report and the persons indicated in the content of the report is the Institute.

2. The whistleblower's personal data and other data enabling his or her identity to be determined shall not be disclosed, unless with the express consent of the whistleblower.

3. The provisions of section 2 shall not apply where disclosure is a necessary and proportionate obligation arising from legal provisions in connection with explanatory proceedings conducted by public authorities or preparatory or judicial proceedings conducted by courts, including in order to guarantee the rights of defence of the person concerned by the report.

4. In order to verify the report, the Committee may collect and process personal data of the person concerned, even without his or her consent.

5. The Administrator stores personal data contained in the submitted report for the period of the explanatory proceedings, and after its completion for the time necessary to remove the consequences of identified irregularities and hold accountable persons involved in the identified activities, if required by the provisions of generally applicable law, but no less than 3 years from the date of submission of the report.

6. The Administrator processes personal data to the extent necessary to accept the report or take any follow-up action. Personal data that is not relevant to the processing of the report is not collected, and in the event of accidental collection, it is immediately deleted. These personal data are deleted within 14 days from the moment it is determined that they are not relevant to the case.

7. To process personal data of persons referred to in section 1, only persons with written authorization from the Director of the Institute may be admitted. Authorized persons are obliged to maintain confidentiality regarding information and personal data obtained as part of receiving and verifying reports and taking follow-up actions, also after the termination of the employment relationship or other legal relationship under which they performed this work. The authorization template is attached as Annex 2 to the order.

8. The template of the information clause regarding the provisions on the protection of personal data is set out in Annex 3 to the order.

**§ 8**

**Anti-retaliation protection**

1. The whistleblower is protected against possible retaliatory actions, provided that he or she had reasonable grounds to believe that the information about a violation of the law that was the subject of the report was true at the time of reporting and that the information constituted information about a violation of the law or internal regulations. The person who helps the whistleblower in making the report also benefits from protection.

2. Using the procedure to report false information in bad faith, in particular with the aim of harming another person or entity, is unacceptable and is not protected.

3. Persons referred to in section 1 are protected only to the extent of the submitted reports.

4. Until the explanatory proceedings are completed, the necessary protection measures also apply to persons against whom the report was made.

**§ 9**

**Report register**

1. The Committee keeps a register of reports in accordance with the template set out in Annex 4 to the Regulations. Entry into the register is made on the basis of a report.

2. The register of reports includes:

1) report number;

2) the subject of the violation;

3) personal data of the whistleblower and the person concerned by the report, necessary to identify these persons;

4) contact address of the whistleblower;

5) date of submission of the report (receipt of the report);

6) information on follow-up actions taken;

7) date of completion of the case (providing feedback).

3. Personal data and other information in the report register are stored for a period of 3 years after the end of the calendar year in which follow-up activities were completed or after the completion of proceedings initiated by these activities.

**§ 10**

**External reporting**

1. A whistleblower may make an external report without first making an internal report.

2. An external report is accepted by the Commissioner for Human Rights or a public authority, in accordance with the provisions of the Act of 14 June 2024 on whistleblowers.

3. The Commissioner for Human Rights and the public authority are separate controllers with respect to personal data provided in the external report that was accepted by these authorities.

**§ 11**

**Final provisions**

In matters not regulated by the Regulations, the provisions of the Act of 14 June 2024 on whistleblowers and the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) shall apply.

Annex 1 to the Regulations

**Internal report template**

**at the National Research Institute of Animal Production**

I. Date of preparation: ………………………………………………………………………………………………..

II. Reporting person's details:

1) name and surname: ………………………………………………………………………………………….

2) method of return contact: ………………………………………………………………………….

I agree\* / I do not agree\* to the disclosure of my data to persons involved in clarifying the report. *(\*delete as appropriate)*

III. Report content:

*(Describe in detail your suspicions and the circumstances of their occurrence in accordance with the knowledge you have. Provide details of the persons who committed the violation. Provide details of persons who may have become victims of the violation. Indicate the dates and place of the irregularities or the date and place of obtaining information about the violations. Indicate what effects the violations you described have caused or may cause.)*

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

IV. Optional – evidence and witnesses:

*(Indicate and attach any evidence you have confirming the described condition and indicate any witnesses.)*

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

V. Declaration of the person submitting the report:

I declare that by submitting this report:

1) I act in good faith;

2) I have a reasonable belief that the allegations contained in the disclosed information are true;

3) I am not reporting in order to gain benefits;

4) the information disclosed is consistent with the state of my knowledge and I have disclosed all facts and circumstances known to me regarding the subject of the report;

5) I am familiar with the procedure for reporting violations, specified in the Regulations on internal reporting at the National Research Institute of Animal Production.

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*(legible signature of the person submitting the report)*

Annex 2 to the Regulations

*………………………………………………….*

*(place and date)*

**Authorization and instruction to process data in connection with reports of violations of the law**

Pursuant to Art. 29 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) as of ………..……….. **I authorize**:

**Mr/Ms ……………………………………………………………………** (*name and surname)*

to process personal data to the extent necessary to receive, consider, evaluate and clarify reports of violations of law received by the Administrator from whistleblowers **and I recommend it** thatyou process personal data in the above scope and purpose.

The authorization includes the right to process data of whistleblowers and persons indicated in reports, to the extent necessary to implement the internal procedure for accepting and considering reports from whistleblowers.

The authorization covers the collection of data, access to data, copying, sending, using pseudonymization, and destruction after the expiry of its usefulness. The indicated activities will be carried out using equipment and tools provided by the Administrator.

The authorization expires when you are removed from your position as a member of the Reporting Committee, and also upon termination of your employment or cooperation. At the same time, I would like to inform you that you are obliged to keep the information obtained as a result of reporting confidential.

*…………………………………………..*

*Administrator's signature*

Annex 3 to the Regulations

**GDPR information clause**

*The purpose of this information clause is to fulfil the legal obligations imposed on the Data Controller by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).*

1. The administrator of your personal data is the National Research Institute of Animal Production with its registered office in Kraków, at the following address: ul. Sarego 2, 31-047 Kraków (hereinafter referred to as the "Administrator").

1) The Administrator has appointed a Personal Data Protection Inspector, who can be contacted at the following e-mail address: iod.r.andrzejewski@szkoleniaprawnicze.com.pl or by phone: +48 504 976 690.

2. Your data will be processed for the purposes of:

1) handling reports regarding violations of the law, i.e. in particular: analysis of the received report, keeping a register of reports of violations, preparing reports summarizing the activities carried out and conducting statistical analyses, archiving documents. The above is intended to ensure the legal and financial security of the enterprise, including the prevention of fraud and abuse. The data will be processed pursuant to Art. 6 section 1 letter c of the GDPR (i.e. the need to fulfil the legal obligation imposed on the Administrator);

2) investigation, defence against claims, as well as storing documents for evidentiary purposes to secure information in the event of a legal need to prove facts, which is the legitimate interest of the Administrator – pursuant to Art. 6 section 1 letter f of the GDPR.

3. The recipients of your personal data – to the extent necessary to achieve the purposes of processing your personal data – may be: (a) entities providing advisory, advisory and control, consulting, accounting, tax, audit and inspection services, (b) entities providing services in the field of IT and/or ICT systems, (c) entities providing document archive management services, d) controlling public authorities, institutions or third parties authorized to request access to or receive personal data on the basis of legal provisions.

4. Your personal data may be transferred outside the European Economic Area ("EEA"). The above may occur if the violation is reported to entities outside the EEA or if the Administrator outsources specific services to entities based outside the EEA or processing data outside the EEA. Your personal data may only be transferred to countries outside the EEA ("third countries") or entities in third countries for which an adequate level of data protection has been determined by decision of the European Commission or standard data protection clauses have been included in contracts with these entities. In connection with the transfer of data outside the EEA, you may request from the Administrator additional information about the security measures used in this respect, obtain a copy of these security measures and information about the place where they are made available by contacting the Administrator in the manner indicated in this information.

5. The Administrator will process personal data for the period necessary to register and handle the report, then store it to document the activities performed and in the event of disclosure of new circumstances regarding the report, the need to make the documentation available to law enforcement authorities, control institutions, judicial authorities and in the event of claims for a period necessary to resolve them. As a rule, personal data will be stored for the period specified by law – i.e. personal data processed in connection with accepting a report or taking follow-up actions and documents related to this report are stored by a legal entity and a public authority for a period of 3 years after the end of the calendar year, in which the external report was submitted to the public authority competent to take follow-up action or the follow-up action was completed, or after the conclusion of the proceedings initiated by such action.

6. You have the right to:

1) access to your personal data, including the right to obtain a copy of the data – pursuant to Art. 15 of the GDPR;

2) request rectification (correction) of personal data – pursuant to Art. 16 of the GDPR;

3) deletion of data – within the premises and under the conditions specified in Art. 17 of the GDPR;

4) processing restrictions – within the premises and under the conditions specified in Art. 18 of the GDPR;

5) object to data processing (Art. 21 of the GDPR); you have the right to object to the processing of data by the Administrator for the legally justified purposes of the Administrator for reasons related to your particular situation;

6) submit a complaint to the supervisory authority (President of the Personal Data Protection Office).

7. Providing personal data in the violation reporting form is voluntary.

8. Your personal data will not be processed in an automated manner or will not be subject to profiling.

*You can learn more about your right to object to data processing here:*

You have the right to object due to your special situation. You may object to the processing of data by the Administrator for the Administrator's legitimate purposes (Article 6(1)(f) of the GDPR) for reasons related to your particular situation. You should then indicate to us the specific situation which, in your opinion, justifies our cessation of the processing covered by the objection. We will stop processing your data for these purposes unless we demonstrate that there are compelling legitimate grounds for processing that override your interests, rights and freedoms, or that your data is necessary for us to establish, investigate or defend claims. If, according to the Administrator's assessment, your interests are more important than the Administrator's interests, he will be obliged to stop processing your personal data for these purposes.

Annex 4 to the Regulations

**Register of internal reports**

**at the National Research Institute of Animal Production**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Date of receipt of the report** | **Subject of violation** | **Whistleblower data** | **Contact address** | **Details of the person concerned by the report** | **Information on follow-up actions taken** | **Case completion date** |
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