

Rudolfovo - Science and Technology Center Novo mesto	<b>REGULATION ON WHISTLEBLOWER PROTECTION</b>	Number: SA-RUD-1025-01
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**NOTICE:**

The original Regulation is in the Slovenian language. Translated Regulation is for informational purposes only.

On the 33rd session held on 20th of June 2025 on the basis of Article 9 of the Whistleblower Protection Act and Article 13 of the Statute Rudolfovo - Science and Technology Center Novo mesto, Governing Board has adopted the following rules

## **REGULATION ON WHISTLERBLOWER PROTECTION**

### **I. GENERAL PROVISIONS**

#### **Article 1**

This regulation governs the internal reporting process at Rudolfovo.

Terms that refer to people and are written in the masculine gender are used as neutral for the feminine and masculine genders.

The internal reporting process is one of the options for resolving potential violations. The whistleblower can also resolve the potential violation directly with the alleged violator, group leader or director.

#### **Article 2**

A whistleblower is a person who reports or publicly discloses information about a violation obtained in his work environment. A person is not entitled to protection if the report is made two years or more after the violation has ceased.

Information about a violation includes grounds for suspicion, actual or potential violation of regulations that has occurred or is very likely to occur within organization with which the whistleblower is or was in an employment or similar relationship, an attempt to conceal such a violation.

Employer is Rudolfovo with whom the whistleblower is in an employment or similar relationship.

An employment and similar relationship is an employment relationship, but it can also be a relationship outside of an employment relationship if it involves volunteering, internship, apprenticeship, contract work, student work, participation in tender procedures as a candidate, performing a function, exercising the rights, tasks and powers of a shareholder, member of the supervisory or administrative body of an entity, as well as any other participation in the activities of a legal or natural person carried out by self-employed persons on the basis of a contract, or work under the supervision and management of external contractors, subcontractors or suppliers, regardless of

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payment and regardless of whether the relationship has already ended or is just being established through the recruitment process or through negotiations before signing the contract;

The provisions of this regulation apply to persons in an employment and similar relationship with Rudolfovo.

## **II. APPOINTMENT OF TRUSTEE RESPONSIBLE FOR INTERNAL REPORTING PROCESS**

### **Article 3**

The director appoints a trustee responsible for internal reporting process and a deputy trustee.

The director can appoint an administrative person who provides administrative assistance to the trustee.

The director can determine an information-supported method of receiving and recording applications.

### **Article 4**

The trustee provides to whistleblower informations about internal or external reporting process, public disclosure and specialized non-governmental organizations.

## **III. REPORT AND REPORT PROCESSING**

### **Article 5**

The whistleblower submits the report:

- by e-mail to the address published internally;
- to the telephone number published internally;
- by post adding "in the hands of the trustee responsible for internal reporting process";
- in person to trustee;
- in other anonimous ways ordered by the director.

### **Article 6**

The whistleblower can submit a report in writing or orally (by telephone or in person). and may use the form attached as Annex 1 to this Regulation.

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When a report is submitted orally, the trustee may record the statement if the whistleblower gives consent to the recording.

If oral report is not recorded, the trustee makes a detailed record of the report and send it to the whistleblower for review and signature, if the whistleblower wishes so and if he specifies sending address.

**Article 7**

The trustee or administrative person records the report in such a way that it is impossible for unauthorized persons to disclose the identity of the whistleblower.

The minimum data that need to be recorded are: date of receiving of the report, date of examination of the report, date of confirmation of receiving of the report or date of information on the reasons for not processing the report (date of feedback to the whistleblower), date of completion of the processing, date of reporting to director, date of informing the whistleblower of the conclusion/status, anonymity, justification and consideration of retaliatory measures.

After five years from the date of completion of the procedure, personal data and the content of the report are deleted from the report record. The record data and the report are stored in accordance with internal rules.

**Article 8**

The trustee processes the reports in the order in which they were received.

The trustee processes the report carefully, confidentially and independently and is not bound to any instructions.

The trustee examines the report within 7 days of receiving to determine whether the conditions for its processing have been met:

- that it was submitted by a person,
- that it relates to information on a violation of regulations in force in the Republic of Slovenia and the information was obtained work environment,
- that the information on violation is not obviously false,

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- that the report was submitted before the expiry of two years after the termination of the violation.

When the conditions are not met, or processing would not be appropriate because the violation had no consequences or the consequences no longer exist or are insignificant, the trustee does not process the report and inform the whistleblower about the reason within seven days of report receiving.

When the conditions are met, the trustee issues to whistleblower a confirmation of report receiving within seven days.

The trustee notifies the whistleblower according to contact information provided by the whistleblower.

#### **Article 9**

When the report cannot be processed in the internal reporting process, the trustee can direct the whistleblower to the external reporting process or to other procedure. In this case, no report or report process start.

When the trustee determines that the conditions for processing are not met, the trustee can nevertheless act if the trustee deems it is necessary to eliminate the violation due to the gravity of the consequences of the violation.

#### **Article 10**

In report processing, the trustee obtains information, in particular from the whistleblower and presumed violator.

The trustee takes the necessary measures to terminate the violation. If the measure is not within the trustee's competence, the trustee informs the competent person (e.g. group leader, director) about the report and the proposed measures. In the notification indicates that content is connected to report processing according to ZPPri, and sets a deadline for feedback regarding the implemented or proposed measures to eliminate the violation and against the violator.

### **IV. REPORT PROCESSING CLOSURE**

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**Article 11**

The trustee finishes report processing within 3 months after report receiving and prepares final report including at least:

- an explanation of whether the report was justified,
- and if so, proposed and implemented measures to end the violation, eliminate the consequences of the violation or prevent future violations,
- findings on the effectiveness of the implemented measures,
- any proposed and implemented measures to protect the whistleblower.

The trustee submits the final report to the director and the whistleblower.

**V. EXTRERNAL REPORT**

**Article 12**

The whistleblower reports the deemed violation using the external reporting process if the internal reporting process is not active, if the internal report could not be effectively handled, or if he believes that there is a risk of retaliation.

Information on the external reporting process is provided in Annex 2.

**VI. REPORTING**

**Article 13**

The trustee reports to the Commission for the Prevention of Corruption by 1st of March for the previous year on the number of anonymous and justified reports received and the number of retaliatory measures.

**VII. FINAL PROVISIONS**

**Article 14**

All amendments and supplements to this Regulation shall be adopted in the same manner as the Regulation.

The Regulation includes:

- Annex 1: Report
- Annex 2: Information on the external reporting process

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If only the annex is changed, and the content of the Regulation is not changed, the director informs the employees about the change in the usual way and publishes the changed form as new in the document system. Changes do not need to be accepted or approved by the Governing Board.

**Article 15**

The proposal of this Regulation was circulated to the employees for discussion through the internal newsletter on the 7th of April 2025.

The Regulation come into force on the 8th day from the day they were adopted by the Governing Board.

The current version of this Regulation is available in the document system

Rudolfovo - Science and Technology Center Novo mesto  
President of Governing Board  
dr. Tomaž Savšek