



WHISTLE-BLOWING FORM FOR THE OSLO NATIONAL ACADEMY OF THE ARTS

This form is to be used by both employees and students who are acting as a whistle-blower themselves or are passing on information from another party.

What does the whistle-blowing concern? Tick the appropriate box with an X.			
<input type="checkbox"/>	The learning or workplace environment	<input type="checkbox"/>	Financial matters
<input type="checkbox"/>	Bullying / harassment	<input type="checkbox"/>	Bribery/illegal commissions
<input type="checkbox"/>	Discrimination	<input type="checkbox"/>	Violations of the procurement rules
<input type="checkbox"/>	Safety/security	<input type="checkbox"/>	Other
<input type="checkbox"/>	Ethical concerns		
<p>Description of the case Before blowing the whistle on wrongdoing at the Academy, it is possible to seek advice from the Labour Inspection Authority, employee representatives or safety representatives. In order to provide support, we need as much relevant information as possible. Use the field below. If necessary, attach documents (e-mails, text messages, pictures, letters, etc.).</p>			
<p>Key questions to ask yourself: Is my criticism justified? How should I proceed? To whom should I report my concerns? What does the whistle-blowing concern? Where did this happen/where is it happening? What time or time span? Who is involved?</p>			
Have others been informed of this matter? If so, who?			
Do you have any measures you suggest be implemented? If so, what are they?			

Contact information

Please provide your contact information so we can contact you as we process the case. The case will be treated confidentially. If several people are aware of the issue in question, you may submit a joint whistle-blowing form. It is also possible to blow the whistle anonymously.

Name of the whistle-blower:		Tel.:	
E-mail:			
Name of the recipient:		Tel.:	
E-mail:			

**Whistle-blowing forms may be addressed to the safety representative/ head safety representative, employee representatives or one's immediate superior.
The recipient is responsible for forwarding the notification to the head of human resources.**

Students should address their whistle-blowing to the dean or the head of academic affairs.

All whistle-blowing that concerns employees and students is forwarded to the [head of human resources](#).

If the whistle-blowing concerns the senior management (i.e. the rector, academy director and prorector), the case shall be forwarded to the board and cc-ed to the head of human resources. If the whistle-blowing concerns the head of human resources, the case shall be forwarded to the director.

Whistle-blowing can take place anonymously if the whistle-blower so desires. Anonymous reporting will in most cases make it harder to investigate the concerns in question and should be considered only as an emergency solution (cf. section 2A.3 of the Working Environment Act).

The form should be submitted by [e-mail](#) or through the mail to Kunsthøgskolen i Oslo, Seksjon for personal- og organisasjon, PB 6853 St. Olavs plass, 0130 Oslo.