

Whistleblower Policy

Tana is committed to ensure its own policies -as well as its clients- are adhered to the high integrity standard at all times. Tana is also committed to report any illegal behavior/act/event when we and/or any of our partners evidence it. In such cases, reports will be provided to the management forthwith and immediate investigation and appropriate actions will be taken.

This policy is therefore intended to encourage anyone including Tana's staffs, former staffs, clients and partner to report suspected or actual occurrence(s) of illegal, unethical or inappropriate behavior/act/event without fearing retaliation or retribution.

The following principles of the policy apply:

1. Tana's internal staffs, former staffs, sub-consultants and others partners (the Whistleblower) should make a report to his/her supervisor if they have a suspicion of corruption or unethical behavior/event such as (but not limited to):
 - Any abuse of human rights
 - Any violation of law, regulations and internal policies
 - Misbehavior with regard to accounting and auditing
 - Fraud, theft and other illegal practices
 - Improper giving or receiving gifts (bribery and corruption)
 - Scientific research misconduct
 - Discrimination and harassment in any form
 - Breaching of data security as well as misused of Tana's database
2. In a situation where a whistleblower feel uncomfortable or uneasy to report the suspicious behavior/act/event directly to the supervisor, the whistleblower can report it to the Tana Senior Management in person or via mail to eb@tanacph.com.
3. The Whistleblower can also be anonymous and report the suspicious behavior/act/event via mobile phone (+45 3536 1915) or mail (info@tanacph.com). However, Tana encourages whistleblowers to provide name and contact detail in order to make it easier for the management to address the case.
4. Tana will not discharge, suspend, harass, discriminate nor giving retribution against the Whistleblower who makes a report with respect and in good faith without any intention to damage Tana, the staffs, clients and partners. Anyone who retaliates against the Whistleblower will be subject to discipline, including termination of employee status.
5. A Whistleblower who makes a report that is not done in good faith and with malice to harm Tana, its staffs, clients and partners is subject to discipline, including termination of the employee status or consultancy, or other legal means to protect the reputation of Tana Copenhagen, clients, partners or affected staff.
6. Any crimes against person or property, such as assault, rape, burglary, etc. will immediately be reported to local law enforcement personnel.
7. Supervisors or managers who receive the reports must promptly act to investigate and/or resolve the issue. As part of this process the manager most immediately inform Tana senior management.

8. Within five business days, whistleblower shall receive a feedback from his/her report and an update regarding the investigation process, disposition or resolution of the case.
9. Should the whistleblower is not satisfied with Tana's internal management investigation and suspected the investigation is not conducted in good faith, he/she has the right to report the case to law enforcement agencies.
10. Tana will ensure confidentiality the whistleblower, unless the issue requires investigation by law enforcement and members of the organisation are subject to subpoena.