

## Submit a misconduct report

The Finnish Heritage Agency is in its own part responsible for the rightful functioning of the central government. If there are any shortcomings in our activities, it is important for us to be able to address them and develop our actions to be more responsible.

The Finnish Heritage Agency follows strict internal control and operating principles, but even the most effective internal control measures cannot always prevent all possible shortcomings. The reporting channel that the Finnish Heritage Agency has implemented offers our employees and other stakeholders a confidential way to bring suspected misconduct under internal investigation.

We encourage all our employees and stakeholders to report any suspected misconduct. We take all reports seriously and process them according to applicable law.

Please note that customer feedback does not belong to this channel. Other submissions can be submitted [via feedback form](#).

The channel is only meant for the current and previous employees and stakeholders of the Finnish Heritage Agency. If you are our client and want to report about suspected misconduct concerning government authorities, the report should be submitted to the [Office of the Chancellor of Justice](#).

## What is whistleblowing?

The reporting of suspected misconduct, commonly known as “whistleblowing”, means that a person who in connection with their work detects or suspects actions that are against public interest, notifies their organization of their findings.

The Finnish national Whistleblowing Act (1171/2022), based on the so-called Whistleblower Directive of the European Union ((EU) 2019/1937), came into effect January 1<sup>st</sup> 2023. Its purpose is to ensure that sensitive matters can be reported safely and that the whistleblowers are protected. The scope of whistleblower protection is defined in the Whistleblowing Act.

## Who can report?

Any person who **in connection with their work** detects or suspects actions against public interest can submit a report.

In other words, reports can be submitted by **current and former employees and stakeholders**, such as trainees, cleaners, agency workers, consultants etc. of the Finnish Heritage Agency.



## What can be reported?

Under the Whistleblowing Directive whistleblower protection is applied to reports concerning:

1. public procurement
2. financial services, products and markets, and prevention of money laundering and terrorist financing
3. product safety and compliance
4. transport safety
5. protection of the environment
6. radiation protection and nuclear safety
7. food and feed safety, animal health and welfare
8. public health
9. consumer protection
10. protection of privacy and personal data, and security of network and information systems

Under the Finnish national Whistleblowing Act whistleblower protection is also applied to reports concerning:

1. asset management of the European Union
2. granting, usage or recovery of discretionary government grants and government subsidies
3. violation of competition rules
4. violation of tax rules concerning companies or other entities
5. violation of consumer protection legislation
6. financial services, money laundering and prevention of terrorism financing and
7. product safety.

## How to submit a report?

Reports are submitted by email at [ilmoittajansuojelu@museovirasto.fi](mailto:ilmoittajansuojelu@museovirasto.fi).

1. You can only submit a report under your own name. The report is processed confidentially, and your identity is only known by the persons investigating the matter.
2. Describe the event or misconduct as precisely as possible. The more detail the report has the better the matter can be investigated.
3. Describe as precisely as possible, which part of the organisation does the report concern.
4. If possible, identify the date and time of occurrence.
5. You can also add attachments to your report.
6. Send the report.
7. The processor will request additional information if necessary. You can discuss with the processor by email. Please note, that no classified information or material shall be submitted by email.



## How are the reports processed?

Within the Finnish Heritage Agency there is an independent processing function, whose task is to receive, analyse, investigate, and coordinate the processing of the reports in the Finnish Heritage Agency.

An acknowledgement of receipt will be sent to the whistleblower's email address within seven days of receipt.

A notification of measures on the action taken or envisaged on the basis of the report and the reasons for the choice of follow-up action, will be sent to the whistleblower's email address within three months of the acknowledgement of receipt of the misconduct report.