**Whistleblowing**

The Institute of Microbiology of the CAS, v. v. i., with its registered office at Vídeňská 1083, 142 00 Prague 4 (hereinafter referred to as the "IMIC"), as an obliged person under Act No. 171/2023 Coll., on Whistleblower Protection (hereinafter referred to as the "Act"), prides itself on transparency, compliance with laws, ethical principles and internal regulations. Therefore, the IMIC has established and maintains an internal whistleblowing system for the purpose of submitting and assessing reports of possible unlawful conduct that has occurred or is about to occur at the IMIC and of which the whistleblower has become aware, in particular in connection with the performance of activities for the IMIC, and which meets any of the following conditions:

* has the elements of a criminal offence
* it is an offence for which a maximum fine of at least CZK 100 thousand is set. CZK
* violates a law or other legal regulation of the Czech Republic or a regulation of the European Union in the areas defined by law

**Identification of the competent person and submission of the notification**

In accordance with the law, the IMIC appoints the following competent person to ensure the specified activities, who is appointed by the Director of the IMIC and is the only person who is allowed to take note of the notifications and assess them.

**The competent person for notification is:**

* Name: Adam Tovara
* E-mail: [273318330@whispero.eu](mailto:273318330@whispero.eu) / [nezakonne.jednani@biomed.cas.cz](mailto:nezakonne.jednani@biomed.cas.cz) - Phone: +420 239 05 05 05

**Methods of notification:**

* In writing via email [273318330@whispero.eu](mailto:273318330@whispero.eu) or [nezakonne.jednani@biomed.cas.cz](mailto:nezakonne.jednani@biomed.cas.cz) (Email addresses are only accessible to the relevant person)
* In writing in paper form by post to: Institute of Microbiology of the CAS, v. v. i., Adam Tovara, Vídeňská 1083, 142 00 Praha 4 – Krč (The envelope should be marked: 'DO NOT OPEN - NOTICE FROM THE ANNOUNCER - EXCLUSIVELY TO THE HANDS OF THE PERSON IN CHARGE')
* In writing via the online form: <https://app.whispero.eu/f/jzq706t1s30y23cg> (Secure application that only the appropriate person has access to)
* In writing in paper form in a marked box on the ground floor of Building C at the IMIC headquarters (opposite the passenger lift). Access to the mailbox is restricted to the appropriate person.
* Orally, by telephone on +420 239 05 05 05, by entering the code 273318330 and pressing the grid to speak a message, which will be processed by the relevant person once it has been sent.
* In person - if requested by the whistleblower, the notification will be received by the relevant person at a face-to-face meeting within a reasonable time, but no later than 14 days.

**External notification channel**

Whistleblowers can also turn to the external whistleblowing system set up by the Ministry of Justice. For more information and to submit a notification, please visit: <https://oznamovatel.justice.cz>

**Whistleblower protection**

The identity of the whistleblower is protected and will not be disclosed by the relevant person without their explicit consent, including to the IMIC management, unless it is to provide information to the relevant public authorities in accordance with the law.