Hello everyone,

[Company name] finds it important that you feel safe and comfortable within the organization and that you go to work with confidence and enjoyment.

If you ever experience a situation at work in which you do not feel comfortable, you can always talk about this with your supervisor. If you prefer not to discuss this with your supervisor, you can reach out to one of our confidential advisers.

Internal confidential adviser
Name: [name]
Phone number: [phone number]
Email address: [email]

If you would rather talk to someone outside the organization, we now also have external confidential advisers through PersonPlus.

External confidential adviser
Name: External confidential adviser
Phone number: 0113 700 248
Email address: vertrouwenspersoon@personplus.nl

You can also contact us through the online reporting portal by scanning the QR code on the poster. This poster will be placed in [location where the poster will hang]. Through this portal you can easily and anonymously submit a report if needed.
You can contact the confidential advisers in cases of

- Unwanted behaviour such as bullying, aggression, violence, discrimination or sexual intimidation.
- Integrity issues such as misconduct that harms the public interest. Examples include manipulation or misuse of information, fraud, theft or other criminal acts.
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It is important to know that everything you share with the internal or external confidential adviser is treated confidentially and remains between you and the adviser of your choice. Nothing will be shared with others without your permission. The internal and external confidential advisers also do not share information with each other unless you want them to. Only in cases involving serious crimes can they not guarantee full confidentiality.

The confidential adviser is there for you. They are there to support and guide you when something is bothering you, when you have a complaint, when you have experienced unwanted behaviour or when you do not feel comfortable in the workplace. You can always reach out to talk about your situation and you do not have to face it alone. Talking helps.

After you have shared your story in confidence, you will look together at your options and whether you want a follow up conversation. You may also choose not to take any further steps with your report.

If you have general questions about the confidential adviser, you can always contact [the internal] or external confidential adviser by email.

Only applicable if payroll administration is handled by us. You can also find this letter with all contact details in your online portal via www.personplus.nmbrs.nl. In this portal you will also find the policy on unwanted behaviour and the integrity policy.

You will also receive an informative video in which one of the external confidential advisers introduces herself. In this video she explains how a confidential adviser works and what you can contact her for.

The external confidential advisers are available on working days from Monday to Friday between 09.00 and 17.00.

If you call the external confidential advisers and they are temporarily unavailable, you can always leave a message on the voicemail. Speak your name and phone number clearly and state that you are calling for the confidential advisers of PersonPlus. One of them will call you back as soon as possible, within two working days at the latest. You can also choose to send an email or submit a report through the reporting portal by scanning the QR code on the poster.

In this way, [company name] aims to contribute to an even safer and more pleasant workplace.

Kind regards,