

# ethicorp.org



## User guide

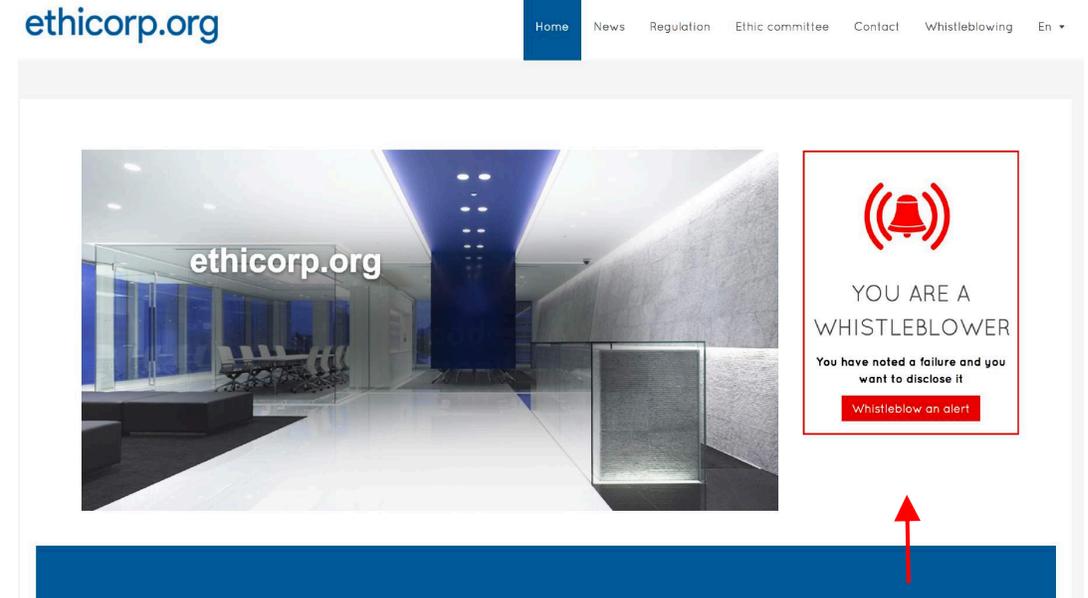
**code corporate : @SEDAINE25G**

# Content

- [How to connect](#)
- [Creating your user account](#)
- [Login to my user account](#)
- [File a whistleblowing](#)
- [Consult my whistleblowing](#)
- [Complete your whistleblowing](#)
- [View and respond to lawyers' messages](#)
- [How to log out](#)
- [Forgot your password](#)
  
- [FAQ](#)

# ethicorp.org - how to connect

- On your web browser, go to <https://www.ethicorp.org>
- You then have the choice, click on:
  - On the main menu on “**whistleblowing**” (1)or
  - On the button “**whistleblow an alert**” (2)



## Recommandations :

- Use a private computer, tablet, smartphone
- Do not use the corporate network
- Do not forget to close your session when leaving

# ethicorp.org - creating your user account

- 1) Click on “**New whistleblower**”
- 2) Fill out the form (in red = required fields)
  - **Corporate code** : @SEDAINE25G
  - Last name
  - First name
  - **Email**
  - **Password**
  - **Verify the password**
- 3) Click on “**Sign in**” button
  - **To finalize the registration** :
    - A validation email is sent to the email address you provided.
    - Click on the link included in the body of this email in order to validate the creation of your account
    - A confirmation email will be sent to you.

You can now login to your account

## Recommendations :

- You can use your personal email address or create one for this purpose
- Your credentials must remain personal, do not share them with third parties
- Do not allow the browser to register your credentials
- Make sure your email address is configured in your private devices (computer, smartphone,, etc.)
- Check your mailbox (including the spam folder)

Welcome to your Whistleblower space



New Whistleblower



You already have an account

1 →

Join us!

Please create an account to file and track your alerts confidentially.

All alerts are received and processed by lawyers. We guarantee your confidentiality, in ac December 2016 on transparency, anti-corruption and the modernisation of economic life, and We recommend you use your own computer, tablet or smartphone.

For security reasons, please do not allow you browser to save your password.

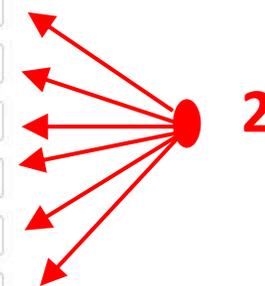
Corporate Code *	<input type="text" value="@SEDAINE25G"/>
Lastname	<input type="text"/>
Firstname	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="password"/>
Verify Password *	<input type="password"/>

\* Required field

protection par reCAPTCHA  
Confidentialité Conditions



Sign up



# ethicorp.org – login to my user account

- 1) Click on menu “whistleblowing”
- 2) Click on “you already have an account”
- 3) Enter your email and your password
- 4) Click on “Log in”

## Recommendations :

- Your credentials must remain personal, do not communicate them to third parties.
- Use a computer, tablet, private smartphone.
- For security, do not allow the browser to save your password.
- Connect to the internet outside the intranet of your group / company.

Home News Regulation Ethic committee Contact Whistleblowing En 1

Welcome to your Whistleblower space

New Whistleblower You already have an account 2

Connection to your account

We recommend that you use your own computer, tablet or smartphone.

For security reasons, please do not allow you browser to save your password.

Username \* Password \* 3

\* Mandatory fields

protection par reCAPTCHA Confidentialité Conditions

Log in 4

Forgot your password?

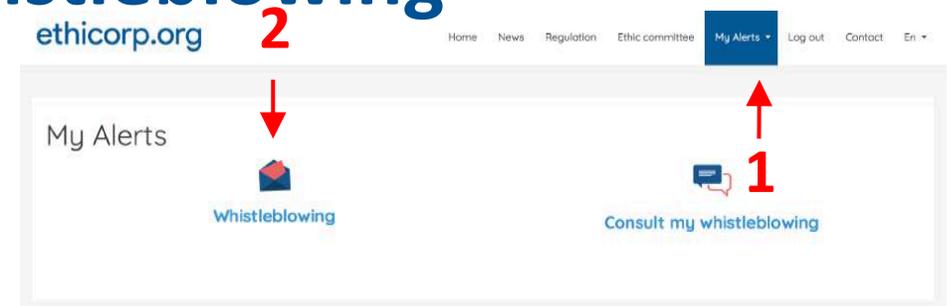
\* Champs obligatoires

# ethicorp.org – file a whistleblowing

After logging in to your account

- 1) Access your whistleblowing area via “My Alerts”
- 2) Click on “file a whistleblowing”
- 3) Fill in the fields indicated
  - **Subject**
  - **Description of your whistleblowing**
- 4) Read the **warning** at the bottom of the page and click on the read confirmation box
- 5) Click on the “Submit” button

You will receive an email acknowledging the receipt and registration of your whistleblowing, mentioning its reference . Keep this email for your records.



The screenshot shows the whistleblowing form. It includes fields for 'Subject' and 'Message', an 'Attachment(s)' section, a reCAPTCHA, and a confirmation checkbox. Red arrows labeled '3', '4', and '5' point to the 'Subject' and 'Message' fields, the 'I confirm that I have read the warning below' checkbox, and the 'submit' button respectively. Below the form is a 'Warning' section with an 'Important notice' and a 'Nature and confidentiality of the alert' section.

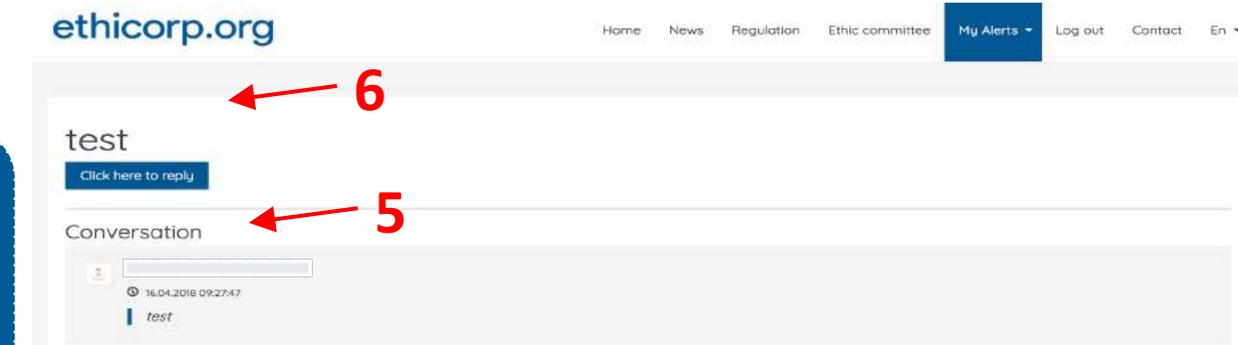
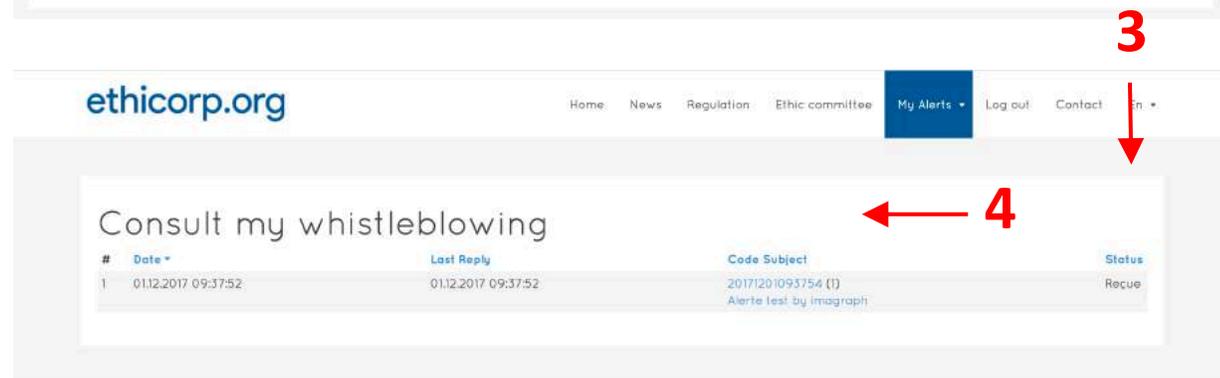
## Recommendations :

- In order to process the whistleblowing, the description of the event (s) must be as detailed as possible
- Keep the acknowledgment email for your records
- Do not reply to this email by making a "reply" but by logging into your account Log in to your account regularly to view and respond to ethicorp.org's messages

# ethicorp.org – Consult my whistleblowing

After logging in to your account

- 1) Access via the menu “**My Alerts**”
- 2) Access your whistleblowing area via “**Consult my whistleblowing**”
- 3) **You can see the status of your whistleblowing**
- 4) Click on your whistleblowing (or the one of your choice if you have several)
- 5) You can read the message of the lawyer who follows your whistleblowing by clicking on it
- 6) You will be able to answer with the “**Click here to reply**” button.



## Recommendations :

- Check your account and whistleblowing regularly Answer with as much detail as possible to the requests of the lawyer in charge
- Always use the platform for any communication with ethicorp.org and our lawyers

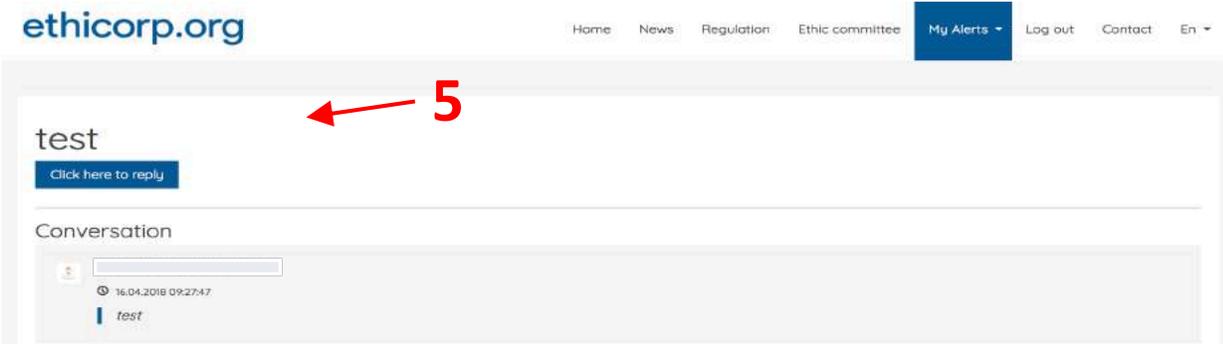
# ethicorp.org – complete your whistleblowing

ethicorp.org

Home News Regulation Ethic committee My Alerts Log out Contact En

After logging in to your account

- 1) Access your whistleblowing area via the “My Alerts”
- 2) Click on the button “Consult my whistleblowing”
- 3) You can see the status of your whistleblowing
- 4) Your whistleblowing will be listed, click on it (or on the one of your choice if you have several)
- 5) Click on button “click here to reply”



## Recommendations :

- Check your account and alerts regularly
- Answer with as much detail as possible to the requests of the lawyer in charge of your whistleblowing
- Always use the platform for any exchange with ethicorp.org and its teams of lawyers.

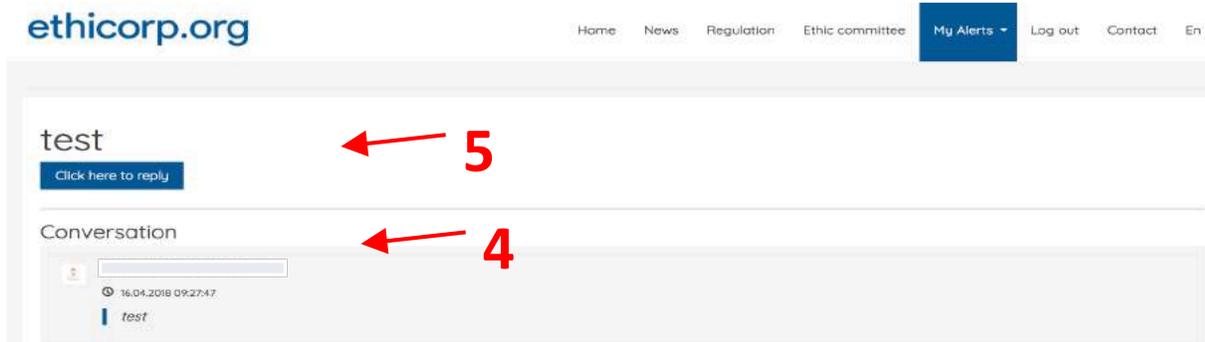
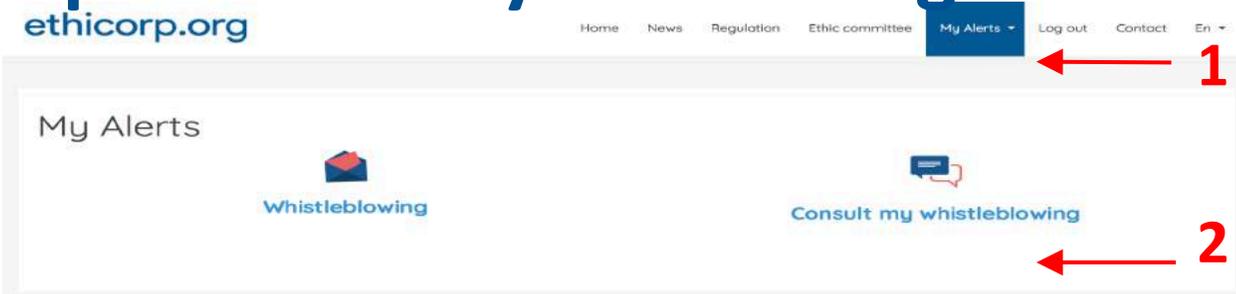
# ethicorp.org - view and respond to lawyers' messages

After logging in to your account

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- 2) Access your whistleblowing area via the **“Consult my whistleblowing”**
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## Recommendations :

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- Always use the platform for any communication with ethicorp.org and its teams of lawyers.

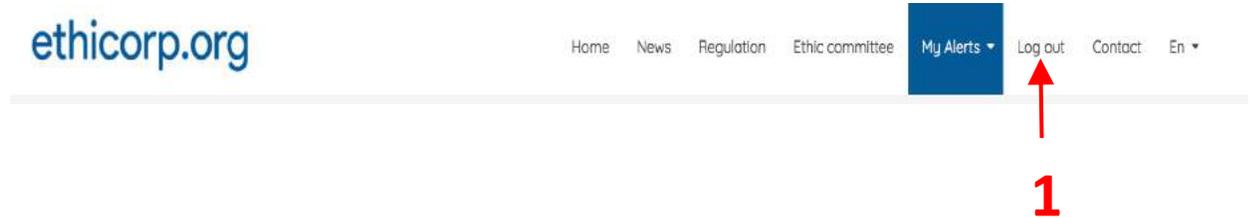


# ethicorp.org – how to disconnect

While logged into your account, the "Logout" button appears in the menu at the top of the screen.

For security and to prevent any access to your account in your absence, we recommend you to log out

- 1) To disconnect, click on the "Log out" button. If you forget, you will be automatically disconnected after a few minutes.



## Recommandation :

- Use a private computer, tablet, smartphone
- For security, do not allow the browser to save your password
- Connect to the internet outside the intranet of your group / company

# ethicorp.org – Forgot your password?

On your web browser, visit  
<https://www.ethicorp.org>

1. Click on menu on “whistleblowing” or on the button “whistleblow an alert”
2. Click on “you already have an account”
3. Click « Forgot your password »
4. Enter your email address used to open your account

An email will be sent to you mentioning a verification code accompanied by a link. Click on this link, which will redirect you to a platform page and follow the instructions to reset your password

## Recommendations :

- You can use your personal email address or create one for this purpose
- Your credentials must remain personal, do not share them with third parties
- Do not allow the browser to register credentials
- Make sure your email address is set up in your private devices
- Check your mailbox (including the spam folder)

ethicorp.org

Welcome to your Whistleblower space

New Whistleblower

You already have an account

Message  
Please login first

Connection to your account

We recommend that you use your own computer, tablet or smartphone

For security reasons, please do not allow you browser to save your pas

Please enter the email address for your account. A verification code will be sent to you. Once you have received the verification code, you will be able to choose a new password for your account.

Username \*

Password \*

\*Mandatory fields

protection par reCAPTCHA  
Confidentialité Conditions

Log in

Forgot your password?

Email Address \*

\*Mandatory fields

protection par reCAPTCHA  
Confidentialité Conditions

Submit

# FAQ

# FAQ (1)

- **Why should I whistleblow ?**
  - Your company can not know everything that is going on. By whistleblowing, you protect your colleagues and your business, and contribute to a safer work environment
- **What is the difference between confidentiality and anonymity?**
  - Anonymity: the identity of the person is totally unknown. Confidentiality: the identity is known but kept secret. If you give your identity when you register on the ethicorp.org platform, our lawyers will not disclose it, even to your Company, they are bound by a duty of confidentiality.
- **Can I be anonymous ?**
  - The French CNIL does not recommend anonymous alerts. However, they can be processed if the facts are particularly serious. However, we will not disclose your identity.
- **Can the company know my name ?**
  - No, we do not disclose your identity.
- **I do not know if I have to whistleblow or not...**
  - When in doubt, as long as you are in good faith, you should whistleblow : our specialized lawyers will sort things out and will keep you informed.
- **I do not have all the information, should I whistleblow, will I be able to complete afterwards?**
  - If you have witnessed a wrong doing, you should whistleblow it, even if you do not have all the evidence. You can easily complete your whistleblowing later.
- **What if I made a mistake in my whistleblowing (finally I realise there was no wrong doing) ?**
  - If you are in good faith, and the investigation reveals that the whistleblowing was unfounded, the law protects you. If you find out yourself, you can inform us by completing your whistleblowing, using your ethicorp account.

## FAQ (2)

- **Can I connect using my personal smartphone, tablet or computer ?**
  - Yes, and it is even highly recommended for you, to help guaranty your confidentiality.
  - The platform is accessible 24/24 and 7/7 (except maintenance) and works with all main platforms (windows, mac, iphone, android, ...).
- **Which email should I use?**
  - We recommend that you use your personal email. You can even create a special address (using Google, Yahoo !, etc.). Be careful not to lose the password for this address and check it regularly.
- **I lost my ethicorp.org account credentials**
  - See the "Lost your password" page in this guide.
- **Which file format can I use with my whistleblowing ?**
  - We accept all usual files (word, excel, images, pdf, etc).
- **I seem to have to many files...**
  - Join what you can and you can then complete your alert via your account by attaching additional files.
- **How can I contact ethicorp.org?**
  - Log in via the platform and you can leave us a message in your account. Do not send mails with confidential information, use our platform which is totally confidential and secure, an email can be lost, distributed, read by third parties.

# FAQ (3)

- **How soon will I be informed of the processing status of my whistleblowing?**
  - You will immediately receive an acknowledgment of receipt.
  - You can check the status of the alert on your account at any time.
  - We return to you as and when the case progresses, possibly to ask you for additional information. You will then receive an email asking you to log in to your personal area to read our messages.
- **How can I be sure that my whistleblowing will be followed by an action?**
- The management of your company is committed to a strong ethical approach and to follow up.

<https://www.ethicorp.org>

**your corporate code: @SEDAINE25G**