



**Plantentuin
Meise**

Whistleblowing

A whistleblower brings to light abuses or violations within an organisation. It may concern wrongdoings, fraud or corruption.

Do you witness or suspect integrity violations in Meise Botanic Garden? Then you can use the whistleblower procedure to report it. The whistleblower policy protects you from reprisals by shielding your identity and the identity of persons named in the report.

Please note: A whistleblower report is different from a complaint. Are you unsatisfied about our operations and services or did a staff member fail to help you (properly)? Then you can file a complaint via the [feedback form](#).

Which violations can you report?

You can report a breach or suspected violation based on information obtained from your work environment. A breach is an act or omission that is unlawful or violates regulations.

How do you make a whistleblower report?

Can the breach be dealt with effectively internally? Then make the report preferably to an internal reporting channel: the CEO of Meise Botanic Garden or Audit Flanders.



Internal reporting channel: the CEO of Meise Botanic Garden

- Mail
Send a letter marked "Confidential" to:

Steven Dessen
CEO
Meise Botanic Garden
Hendrik Conscience Building
Koning Albert II-laan 15 bus 200
1210 Sint-Joost-ten-Node

The letter will be delivered to Steven Dessen in a secure manner.
- Email: Steven.Dessen@plantentuinmeise.be
- Phone: 02 260 09 28
- By appointment
You will be given an appointment with Steven Dessen within a reasonable time to discuss the notification.

If you agree, the conversation will be recorded for safekeeping and a report will be made. You will then have the opportunity to check this report, correct it and sign it for approval.

Internal reporting channel: Audit Flanders

- Mail
Send a letter marked "Confidential" to:

Audit Flanders
Havenlaan 88 - bus 24
1000 Brussels
- E-mail: melding.audit@vlaanderen.be.
- Telephone: 02 553 45 55
- By appointment
You will be given an appointment within a reasonable time to discuss the information from your report.

If you agree, the conversation will be recorded for safekeeping and a report will be made. You will then have the opportunity to check this report, correct it and sign it for approval.

External reporting channel: Office of the Flemish Ombudsman

Did you already make an internal report but you are not satisfied with the answer? Or are you of the opinion that the infringement cannot be dealt with effectively internally?

Then you can contact the Office of the Flemish Ombudsman.

- Postal address: Vlaamse Ombudsdienst, Leuvenseweg 86, 1000 Brussels
- E-mail: klokkenluiden@vlaamseombudsdienst.be
- Telephone: 02 522 48 48

How to proceed?

Notification of receipt

You will receive a receipt notification within 7 days, unless:

- your notification has already been dealt with within that period. Then you will immediately receive more information about your report.
- you have explicitly opposed receiving a confirmation of receipt.
- receiving a confirmation of receipt compromises the protection of your identity.

More information about your notification

Within a reasonable period of time, you will receive information about what happened to your report.

More specifically:

- within a period of three months from the day the notice of receipt was sent.
- or within three months and seven days, if no notice of receipt was sent.
- Please note: the Office of the Flemish Ombudsman can extend this period to a maximum of six months.

You will be informed which measures have been or will be taken as a result of your report and for which reason. It goes without saying that the reporting channels may not provide you with information which could harm the internal investigation or the rights of the person(s) concerned.

Want to know more?

General information about the whistleblower regulation can be found on the [website of the Flemish government](#).