

Internal Reporting System

Information to be published online

1. In general, whistleblowing means that an individual (whistleblower) can inform the designated responsible person about illegal conduct committed by another person in the workplace or in connection with the performance of activities for the employer. We believe that reporting suspected misconduct protects the values of our business, as it allows us to identify problems in time, prevent inappropriate behaviour and reduce costs related to corrective actions. The reporting system also protects the anonymity of the whistleblower and prevents any retaliation.
2. Therefore, in accordance with Act No. 54/2019 Coll., on the Protection of Whistleblowers (the "**Act**"), Witzenmann Slovakia spol. s r.o., Továrenská 1, 976 31 Vlka-nová, Slovak Republic ("**Witzenmann Slovakia**"), has established an internal reporting system representing a set of procedures to receive and handle reports of unlawful conduct, protect the identity of the whistleblower and other persons, protect the information contained in the report and communicate with the whistleblower.
3. The responsible persons within the meaning of Section 10 (1) of the Act are:
 - Stefan Reuter of law firm BRP Renaud und Partner mbB,
 - Michaela Kiechle of law firm BRP Renaud und Partner mbB,
 - Anna Piliarová as Head of Human Resources at Witzenmann Slovakia, and
 - Jakub Jošt of law firm Nedelka Kubáč advokáti s.r.o.
4. The report may be submitted to the responsible person as follows:
 - in **writing**, i.e. via the Witzenmann Reporting Office that can be reached in a protected and secure environment at the particular link and QR code that is available internally in the respective Guidelines of Witzenmann Slovakia;
 - **orally**, i.e. (i) **in person** following a previous telephone or written request. Whistleblowers may submit the report to the responsible person within 14 days from their request at a personal meeting at the address of Witzenmann Slovakia. If desired, (ii) the whistleblower might also arrange via the Witzenmann Reporting Office a **phone call** with the responsible person in order to submit the report.
5. The whistleblower will be notified of the receipt of the report within seven days of its submission. The results of the investigation and assessment of the report will be notified to the whistleblower within 30 days from the date of receipt of the report. In factually or legally complex cases, this period can be extended by up to 30 days, but no more than twice. The responsible person will inform the whistleblower in writing about the extension of the deadline and the reasons for its extension before it expires.
6. Witzenmann Slovakia declares that whistleblowers can also submit reports anonymously, if they wish.
7. Whistleblowers may also seek to gain protected status when reporting severe anti-social activity which constitutes a criminal offence, an administrative delict in accordance with Section 3 and 5 of the Act; such request may be included in the report or during the criminal or administrative proceedings.
8. If the whistleblower considers that an employment action has been taken as a consequence of submitting the report, the whistleblower may within 15 days of the date when the whistleblower became aware of the employment action request the Office on the Protection of Whistleblowers for the suspension of its effect in accordance with Section 12 of the Act.
9. When reporting, whistleblowers must only provide truthful information. Knowingly reporting false information is illegal and may lead to a fine.

10. Witzenmann Slovakia is obliged to inform whistleblowers that they may also submit a report externally to the Office on the Protection of Whistleblowers, the Prosecutor's Office, the relevant administrative authority competent to initiate proceedings of an administrative delict, or the competent institution, body, office or agency of the European Union. Reports can be made (i) in person or by post at Office on the Protection of Whistleblowers, Námestie slobody 29, 811 06 Bratislava, (ii) via a secure electronic tool available at: <https://www.oznamovatelia.sk/chcem-oznamit/>. Nevertheless, Witzenmann Slovakia encourages all whistleblowers to always first use the Internal Reporting System if there are indications of unlawful conduct in order to constructively contribute to an open culture at Witzenmann Slovakia as well as within the Witzenmann Group and effectively prevent any damage. Witzenmann Slovakia reassures whistleblowers that in line with the principles laid down in its Guidelines it will seriously and resolutely follow up on all good faith reports.
11. Be advised that this notice only contains the necessary minimum information required by the Act. Detailed information on the operation of the internal reporting system may be found in the Guidelines of Witzenmann Slovakia.

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