

FAQ Whistleblower Reporting Office

What is the reporting office for?

Our whistleblower system and reporting office are intended for reporting violations of laws and internal rules. The reporting system is not intended for complaints about products, services, employees, etc.

Who can use the reporting office?

The reporting office has been set up for people who have obtained information about violations in a professional context. This means that not only our employees, but also all other (external) persons working under the supervision and management of contractors, subcontractors and suppliers can report potential violations to our reporting office.

What do I have to worry about if I make a report?

As a whistleblower, if you report violations of law or internal regulations, or attempts to conceal such violations, you will be protected. However, the whistleblower system may not be used to make false accusations or intentionally report false information. You should therefore not expect any disadvantages, provided that you have made your report on the basis of concrete evidence and you are convinced of the accuracy of the information provided to the best of your knowledge and belief. We will follow up any indications of violations by means of internal investigations.

Who is protected by whistleblower protection?

Any whistleblower who uses the reporting office is protected. Intermediaries, colleagues or relatives of the whistleblower who also have a professional connection to the whistleblower's employer, to a client of the whistleblower or to a recipient of services provided by the whistleblower are also protected.

Is it possible to report anonymously?

It is possible to submit a report to the reporting office anonymously. However, we would like to encourage you to openly report your information to the above-mentioned confidential reporting office. To facilitate this, we have opted for an external reporting office in order to provide you with particularly good protection. A non-anonymous report enables a direct dialog with you and

improves the chance of finding a quick solution. However, if you would like to remain anonymous, please add as many details as possible and, if available documents that support your suspicion. Please keep in mind: Only if a sufficient basis for investigation exists, with adequate possibilities of evidence collection, can your information ultimately make a difference.

Do I get any feedback?

We will confirm receipt of your report in a timely manner. We will inform you about the planned/implemented follow-up measures after a corresponding processing time (usually after 3 months). Of course, this is only possible if you have not submitted the report anonymously.

What happens after a report?

We follow up on all reports. In connection with their processing, confidentiality and fairness in dealing with the whistleblower are ensured. All information is treated as strictly confidential and is only reviewed by persons who have committed themselves to confidentiality and secrecy. However, fairness also requires us to take into account the interests and protection of the employees concerned (who may be "accused"). We therefore trust that no information will be provided with dishonest intent. Nor, of course, is any denunciation desired.

Will my data be disclosed?

Any further clarification of the facts that may be required will be carried out within the framework of the legal regulations to be complied with in each case, in particular in accordance with the provisions of data protection law. If the disclosure of your identity is necessary and proportionate in criminal proceedings at the request of the law enforcement authorities or ordered in administrative proceedings or a judicial decision, we will inform you of this prior to disclosure, unless this would jeopardize the investigation or the judicial proceedings. For further information, please refer to the information sheet pursuant to Art. 13 & 14 of the General Data Protection Regulations, which is attached to the FAQ.

How long will the leads be kept?

Please refer to the information sheet in accordance with Art. 13 & 14 of the General Data Protection.