

Rules of procedure for the Emons whistleblower system

Preliminary remark

Emons respects human rights and assumes responsibility for society and the environment. We want to assume this responsibility throughout the entire supply chain. Laws and honest behavior are very important to us. In order to achieve these goals, we have set up a whistleblower system. This can be used to report possible violations to us.

Who can report complaints?

All people who work at Emons or in the supply chain can provide information. This applies, for example, to employees, business partners, customers and suppliers. Other people who are affected by human rights or environmental problems can also provide information.

What information can be reported?

You can report information about violations of laws and regulations. This includes, for example, human rights violations or environmental problems. Information on unethical behavior or violations of company rules can also be reported. It is important that the reports are based on genuine information.

Information about problems with products or customer service does not belong in this system.

How can I report tips?

There is an online system that can be used to submit tips and complaints free of charge and at any time. If you would like to report a tip or complaint, please use this link:

<https://emons.whistleport.de/>

For data protection reasons (e.g. due to cookies) the link is not clickable. Please copy the Internet address and paste it into the address bar of your Internet browser.

You can submit the tip with your name or remain anonymous. You make this decision yourself. If you wish to remain anonymous, your identity will be protected by special technical measures.

Regardless of whether you give your name or remain anonymous, all information will be treated confidentially and data protection will be observed.

How are whistleblowers protected?

Emons protects all those who provide information. The person can remain anonymous if they wish. The identity will only be disclosed if the whistleblower agrees to this or if the authorities request it.

No one may discriminate against or punish people who provide information. This is against Emons' values and will not be accepted. If someone is disadvantaged because they have given a tip-off, this can have consequences under employment law. This includes a warning or even dismissal.

What happens to the clues?

All reports are taken seriously. If someone reports a problem, Emons examines the tip carefully. The whistleblower receives confirmation within seven days. A decision is then made as to whether the report will be investigated further.

When the tip is investigated, Emons gathers all the important information and clarifies the case. Sometimes other departments are involved. The investigation is always documented. If violations are found, Emons takes action. The whistleblower is informed of the measures taken within 90 days.

All information will be treated confidentially and the rights of the persons involved will be respected.