

Whistleblowing System

of the SSI SCHAEFER Group

Think Tomorrow.

Rules of Procedure for Whistleblowers

01

Does the SSI SCHAEFER Group have a whistleblower system?

Yes, FRITZ SCHÄFER GMBH & CO KG has set up a group-wide whistleblowing system that is available to all employees, suppliers and other third parties. The web-based whistleblower system can be accessed 24 hours a day, 7 days a week at <https://www.bkms-system.com/ssi-schaefer>. The menu is in German or English, but the report can also be submitted in other languages using the free text field.

As an alternative to our web-based whistleblowing system, you can also submit your report in other ways:

- by e-mail
The Group Compliance team can be reached at compliance@ssi-schaefer.com
- by phone
The Group Compliance Team can be reached by phone on +49 2735 70-9595
- by mail
By mail, you can send your report to the following address:
FRITZ SCHÄFER GMBH & CO KG | Group Compliance
Fritz-Schäfer Straße 20 | 57290 Neunkirchen (Germany)
- in person
The Group Compliance Team is available to you in person at the above address (if necessary, by prior appointment). You can also contact your supervisor with your report at any time.

02

Who can submit reports?

Reports can be submitted by anyone who would like to report possible misconduct within the SSI SCHAEFER Group, within our supply chain or in other areas connected with SSI SCHAEFER (e.g. neighbors at production sites).

03

What kind of reports can I make?

Any suspicion of an actual or potential violation of the SSI SCHAEFER Code of Conduct, the Code of Conduct for Business Partners or other laws and (internal) regulations can be reported. In particular, we encourage whistleblowers to report actual or potential violations of internationally recognized human rights.

Please only submit reports if you are convinced that their content is correct. Misuse of the information channels, e.g. by deliberately stating untrue facts, may be punished under labor law.

04

What happens to my report after I submit it?

- The Group Compliance Team documents receipt of your report and confirms receipt within one week.
- Your report will then be checked by the Group Compliance Team for plausibility and information. If your report appears plausible and contains the necessary information, your report will be investigated further.
- If your report appears plausible but does not contain all the information required for further investigation, the Group Compliance Team will contact you to ask questions. If your report does not contain the necessary information, but you have chosen an anonymous transmission channel and have not opened up the possibility of contacting you (e.g. through the protected mailbox in the whistleblower system), your report cannot be processed further. Reports that are not plausible, as well as hoax and test reports, will also not be followed up.
- The Group Compliance Team will conduct an internal investigation into the reported matter or pass it on to the relevant department within the company. If necessary, you will be contacted again via your chosen communication channel during the course of the investigation if there are any queries.
- Within three months, you will receive notification of the status of your report.
- If your report proves to be well-founded, appropriate action will be taken.

05

How am I protected as a whistleblower?

SSI SCHAEFER takes the protection of whistleblowers seriously. Incoming reports are processed by specially trained employees of the Group Compliance Team. In doing so, we maintain the confidentiality of your identity and other persons named in the report within the legal framework. Your personal data will be processed and deleted in accordance with applicable data protection requirements. For more information, please refer to the whistleblower system's data protection information.

SSI SCHAEFER will not tolerate retaliation or other negative consequences for whistleblowers based on your report. If you believe you are being intimidated or retaliated against as a result of your report, contact the Group Compliance Team.

For the sake of linguistic simplification and better readability, the designation of persons or groups of persons in this document refers in the following to persons of any gender. The term "employees" also includes managers at all levels and members of executive bodies.



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