*Whistleblower Report (in English)*

Whistleblower Report

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| --- |
| **Recipient** |
| Indicate the Group company (Parent or Subsidiary company to which you are addressing this report |
|  |
| **1. Description of the violation** |
| Detail the information **regarding the potential violation**, including specific facts like the date and location where it was observed, as well as the physical or legal individuals involved and their positions. Mention any evidence you may have, such as documents, photos, or email correspondence. |
|  |
| **2. How the information was obtained**  |
| **Your association with the Group company where the potential violation was observed**(*Mark the appropriate option*):[ ]  I work at the Group company that I am reporting about (I have a contractual relationship with it).[ ]  I perform work duties at the Group company that I am reporting about, but I do not have a contractual relationship with it (e.g., I provide a service, but the contract is with another organization/company).[ ]  I provide a service to the Group company that I am reporting about.[ ]  I observed the potential violation while establishing legal relations.[ ]  Other association (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3. Indicate what harm the potential violation you mentioned has caused or may cause to the public interest[[1]](#footnote-1) (what) and to which members of the public** |
|  |
| **4. Have you reported the violation before?**  |
| (*Mark the appropriate option, and provide necessary comments)*[ ]  no, this is the first report[ ]  yes, I reported to a Group company in the general procedure, without using the internal whistleblowing mechanism[ ]  yes, I reported to my Group company using the internal alert mechanism[ ]  yes, I reported to a state institution (specify which one\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  yes, I contacted both the Group company and the state institutionother information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments |
| **5. Attitude towards further communication and public disclosure of the violation**  |
| (*Mark if applicable*)[ ]  I do not wish to receive a confirmation of the report receipt[ ]  I do not wish to receive a decision on whether the submission is recognized as a whistleblower report[ ]  if my report helps uncover a violation, I consent to the publication of information about the identified violation, following the Applicable law[[2]](#footnote-2) |
| **6. Attachments** |
| Indicate the documents or other evidence attached to the report that, in your opinion, confirm the possible violation. If you indicated that you have reported this violation before, attach the provided response, if any |
| 1.2.3. .. |
| **7. Information about the submitter** |
| Name, surname |
| Contact information (address, email, phone, e-address or other information where you can be contacted, including where to send a response) |
| **8. Submission date** |

By submitting a whistleblower report, I:

consent to the processing of my personal data (registration of the report, verification of the information provided, and further communication with me)

certify that I consider the information provided in the report to be true

understand that I can be held liable under the law for knowingly providing false information

**If my report is not recognized as a whistleblower report:**

1) I **agree** that my report will be **subsequently considered as a personal complaint** (this means, in the general procedure, I am not entitled to protection guarantees) [ ]

2) I do not agree that my report will be subsequently considered as a personal complaint [ ]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Filled by the **Group Company**

Registration date of the submission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_

**Information about further communication:**

**-** at the latest 10 days after the decision to recognize your submission as a whistleblower report has been made, you will receive a response about the decision along with a confirmation of receipt (using the contact information indicated in point 7 of your report);

- if additional information is needed to review the whistleblower report, you may be contacted to obtain it;

- if your submission is recognized as a whistleblower report, the Group company will **inform** you:

\* **about the progress of its review** within 2 months from the day your submission is recognized as a whistleblower report

\* After the review of the whistleblower report is completed, **the identified facts and the decisions or actions taken**

- in case of any uncertainties, you can contact the Group's responsible person for whistleblowing issues at trauksmes.celejs@grindeks.com

*Note:*

See "**Whistleblowing procedure**" for more details.

1. Reporting solely for personal interest infringement is not considered whistleblowing. [↑](#footnote-ref-1)
2. Information is published without disclosing or endangering the identity of the whistleblower and in compliance with general data protection requirements. [↑](#footnote-ref-2)