

## **Information on the Whistleblower Office under the Whistleblower Protection Act**

Dear Sir or Madam,

as part of a modern compliance culture, we have set up a reporting system where you can report any irregularities that come to your attention. We aim to always improve ourselves further and therefore also seek your information. You can report your observations either anonymously or by stating your name.

We provide information on the procedures of our reporting system below. Please note that the reporting system is only set up for notifications concerning violations of legal requirements by us according to §§ 2, 3 HinSchG. For complaints, e.g. due to product defects, please continue to use the contacts you are already familiar with.

The new report procedure at the Reporting Office is as follows:

1. If you recognize any signs that the Wortmann Group is violating legal requirements or that there is any risk of violation, you have the option of informing us about this.

You can send hints by e-mail to the following address:

**compliance.wortmann@brandi.net**

The hints will be received and processed by the law firm BRANDI Rechtsanwälte in Detmold.

You can give the hints anonymously or by naming your identity. Even if your identity is mentioned, the Reporting Office will ensure that your identity is treated confidentially and kept secret from the Wortmann Group\*. Only the law firm BRANDI Rechtsanwälte has access to your information as a Reporting Office acting independently of us.

You define the information given in the hint. However, we ask you to be as specific as possible: What happened when and where? Is the risk or violation of duty still ongoing? Which persons or companies are involved? This should ensure that the information is followed up as efficiently as possible and that a potential risk or violation of duty can be eliminated as quickly as possible.

2. The Reporting Office will receive the information and confirm its receipt within seven days at the latest. However, this is only possible for the Reporting Office if you provide a contact to which the Reporting Office can refer.

The Reporting Office will then check,

- a.) whether the information you have passed on may justify a violation of duty or such a risk,
  - b.) whether and to what extent measures are required in order to eliminate such violations of duty or risks. The Reporting Office may contact you again if further information is required on the information, you have passed on.
3. The Reporting Office will inform the Wortmann Group\* about the received information (while respecting your anonymity as well as the anonymity of the persons mentioned in the report). The Reporting Office will examine which measures are necessary at the Wortmann Group\* to eliminate or prevent any risks or violations of duty.

The Reporting Office will coordinate with the Wortmann Group\* when choosing necessary measures. At all times it is independent of the Wortmann Group\* and will make decisions independently and without instructions from the Wortmann Group\*.

The Reporting Office ensures that the information you pass on is treated with the same care, regardless of who you are. It will also ensure that you do not suffer any disadvantages by the Wortmann Group\* as a result of your given hint. The Reporting Office will inform the Wortmann Group\* about the details of the information provided without drawing any conclusions about you as a whistleblower. Your identity is therefore protected.

As a preventive measure, we would like to point out that the Reporting Office is authorized to disclose the identity of the whistleblower to the Wortmann Group\* if the whistleblower purposely or grossly neglectfully reports incorrect information about violations.

4. The Reporting Office will inform you about the further progress and the measures taken. At least once a month, you will receive a message about the current status of

the procedure. As soon as the necessary measures have been completed, the Reporting Office will send you a final report.

You can, of course, contact the Reporting Office with confidence throughout the entire process if you have any further questions or concerns.

By reporting abuses or violations, you help us to eliminate these at an early stage and to help us to improve even further in the future. Therefore, please do not hesitate to get in touch.