Process Following Receipt of a Report

Section 17 of the German Whistleblower Protection Act (HinSchG)

1. Report received by the joint internal reporting office (via email, phone call or mail)

2. Documentation of the Report (Section 11 (1) HinSchG)

3. Assessment of the report's credibility and plausibility

4. Acknowledgement of receipt to the reporting person

5. Assessment of whether the reported violation falls within the scope of Section 2 HinSchG)

6. Where appropriate, maintain contact with the reporting person to obtain additional information

7. Taking appropriate follow-up measures (Section 18 HinSchG), for example:
   - Referring the case to the employer
   - Closing the case due to insufficient evidence or for other reasons
   - Referring the case to the competent authority

8. Feedback to the reporting person

9. Unless the case has been closed or referred to a competent authority, it will be referred to the employer. Where appropriate, the employer may be requested to provide feedback to the joint internal reporting office.

wvib Schwarzwald AG