

Internal reporting system of OSTROJ a.s.

We have implemented a secure Internal reporting system for reporting possible violations pursuant to Act No. 171/2023 Coll. on whistleblower protection ("What violations may be reported").

All reports will be assessed objectively, impartially and confidentially by the **Competent person**:

Mgr. Petra Šmardová

Contacts: e-mail petra.smardova@ostroj.cz, tel. + 420 739 256 749

How to report:

Reports can be made verbally or in writing:

- a) electronically to the e-mail address **oznameni@ostroj.cz**;
- b) in writing to the company address – **OSTROJ as, Těšínská 1586/66, 746 41 Opava**; it is recommended to put the following message on the envelope: "Do not open, intended for the hands of the Competent person";
- c) by telephone to the phone number **+ 420 739 256 749**, from **Monday to Friday from 8:00 a.m. To 2:00 p.m.**, except for the dates of company-ordered holidays and the periods designated for the Competent person to take leave;
- e) in person – if the whistleblower so requests at the provided contact details, the whistleblower will be allowed to make the report in person directly to the Competent person at the registered office of the Company.

Who can submit a report

Reports can only be submitted by a natural person who is or has been engaged in work, volunteering, apprenticeship or internship at the Company, or has applied for such work. Reports from other persons will not be accepted.

Content of the report

The extent and quality of the information provided can positively influence the way in which the report is investigated. Therefore, the report must contain minimum basic information, including the identification of the whistleblower.

What should not be reported

It is not possible to report facts that the whistleblower knows are false; such conduct may be sanctioned.

The Company will also not deal with reports that aim to harass (malicious reports, reports containing defamatory language, or anonymous reports).

Protection of the whistleblower and other affected persons

The whistleblowers shall not have their identity revealed. Only the Competent person has access to the reports.

The whistleblower and other affected persons shall be protected against retaliation. However, protection cannot be granted to anyone who has knowingly made a false report and has not acted in good faith, but with the intention of harming OSTROJ a.s. or the person against whom the report is directed.

Reports to the Ministry of Justice

A whistleblower may also submit a report by means of the **external reporting system maintained by the Ministry of Justice** (<https://oznamovatel.justice.cz>), or submit a report directly to the competent public authority that has supervisory powers in the matter.

Personal data protection

When processing personal data connected to the submission of a report, the Company as the controller will comply with Regulation (EU) 2016/679 of the European parliament and of the Council, the General Data Protection Regulation ("GDPR"), and Act No. 110/2019 Coll. on the processing of personal data, and other generally binding legislation of the Czech Republic relating to the personal data protection.

For more information, please refer to Act No. 171/2023 Coll. on the protection of whistleblowers.

References in the text:

What violations may be reported

It is possible to report unlawful acts of natural or legal persons of which the whistleblower becomes aware in connection with work or other similar activity carried out for the Company, that have occurred or are about to occur, i.e. only acts that:

- a) have the characteristics of a criminal offence;
- b) have the characteristics of a misdemeanour for which the law stipulates a fine with an upper limit of at least CZK 100,000;
- c) violate Act No. 171/2023 Coll. on the protection of whistleblowers;
- d) violates any other law or regulation of the European Union in the field of:
 - financial services, statutory audit and other verification services, financial products and financial markets,
 - corporate income tax;
 - prevention of money laundering and financing of terrorism;
 - consumer protection;
 - compliance with product requirements, including product safety;
 - traffic, transport and road safety;
 - environmental protection;
 - food and feed safety and the protection of animals and their health;
 - radiation protection and nuclear safety;
 - economic competition, public auctions and public procurement;
 - protection of internal order and security, life and health;
 - protection of personal data, privacy and security of electronic communications networks and information systems;
 - protection of the financial interests of the European Union;
 - functioning of the internal market, including the protection of economic competition and state aid under European Union law.

Who can be a whistleblower?

A whistleblower can only be:

- an employee of OSTROJ a.s.;
- an employee of an employment agency who has been assigned to perform work at OSTROJ a.s.;
- a natural person performing work for OSTROJ a.s. on the basis of an agreement on work performed outside the employment relationship (agreement on work performance, agreement on work activity);
- a natural person volunteering for OSTROJ a.s. (volunteer assistance, volunteer service, various leisure activities);
- a natural person undertaking a work experience or internship at OSTROJ a.s.;
- an applicant for employment, volunteering, work experience or internship;

regardless of whether the person has performed or is performing the relevant work for OSTROJ a.s. or has applied for it (successfully or unsuccessfully). **Other persons are excluded from submitting a report**

Content of the report

The report must include everything the law stipulates and must include at least the following information in order to be properly investigated:

- Identification of the whistleblower – name, surname, date of birth, or other details based on which the identity of the whistleblower may be inferred, such as the employee's personal number; the report does not have to contain these details if it is made by a person whose identity is known to the Competent person;
- contact details of the whistleblower – contact details by means of which the whistleblower prefers to be contacted by the Competent person and informed about the next steps and the outcome of the report (e.g. delivery address, e-mail address);
- a true description of the violation in question – area of the violation, verifiable information about the violation, identification of the persons against whom the report is made, provided their identity is known, etc.;
- identification (attachment) of evidence – supporting documentation, e.g. documents, identification of witnesses, etc.;
- date, signature of the whistleblower.

What sanctions can be imposed

A whistleblower who knowingly submits a false report is liable for his/her actions towards the person affected by the report (employee, etc.), who may invoke claims under the right to protection of personality, e.g. compensation for damages or unjust enrichment.

The whistleblower may also be liable for committing an offence or, in more serious cases, a criminal offence (e.g. criminal defamation, false accusation).

Knowingly submitting a false report constitutes an offence under section 23 of Act No. 171/2023 Coll. on the protection of whistleblowers, for which **a fine of up to CZK 50,000** may be imposed.

What constitutes a retaliation and who is protected

A retaliation is an action of OSTROJ a.s. or its omission in connection with the whistleblower's work with the Company that was triggered solely in response to a submitted report and that may cause harm to the whistleblower or other concerned protected persons; if these conditions are met, a retaliation constitutes, in particular:

- a) termination of an employment relationship or non-extension of a fixed-term contract;
- b) termination of a legal relationship established by an agreement on work performance or an agreement on work activity;
- c) dismissal from a managerial position;
- d) imposing a disciplinary measure;
- e) reduction of salary or remuneration or failure to grant a personal bonus;
- f) transfer or reassignment to another job;
- g) performance appraisal or performance review;
- h) failure to allow professional development;
- i) change of working hours;
- j) requiring a medical report or an occupational health examination;
- k) termination or withdrawal from a contract;
- l) interference with the right to the protection of personality.

In addition to the whistleblower, other concerned protected persons must not be subject to retaliation, i.e.:

- a) a person who has provided assistance in discovering the information contained in the report, submitting the report or assessing its validity;
- b) a person who is close to the whistleblower (a direct relative, sibling, spouse or partner, mother, father, sister or brother-in-law, persons living together permanently, other persons close to the whistleblower who would reasonably perceive the harm suffered by another person as their own);
- c) a person who is an employee or colleague of the whistleblower;
- d) a person controlled by the whistleblower;
- e) a legal entity in which the whistleblower has a stake, a person controlling the entity, a person controlled by the entity or a person controlled by the same controlling person as the legal entity;
- f) a legal entity with an elected body of which the whistleblower is a member, a person controlling or controlled or a person controlled by the same controlling person;
- g) a person for whom the whistleblower performs work or other similar activity;
- h) a trust fund of which the whistleblower or a legal entity referred to in points e) or f) is a settlor or a beneficiary, or in relation to which the whistleblower or a legal entity referred to in points e) or f) is a person who substantially increases the assets of the trust fund by contract or by acquisition in case of death.

Measures that are based on honest and legitimate reasons of OSTROJ a.s. that are unrelated to the submitted report, but that nevertheless may cause harm to the whistleblower or involved protected persons, shall not be deemed retaliatory.