

## **Report incorrect behavior**

As soon as you find out or suspect that this is incorrect behavior, you must report it immediately.

Your message will be treated confidentially.

Employees may find or suspect a violation of the provisions of the Code of Conduct, other internal guidelines and regulations or legal provisions. Such incorrect conduct may have serious negative consequences for the business and / or reputation of TRASER Ltd. and is therefore not tolerated.

When the employees of TRASER Ltd. if they detect or suspect incorrect behavior, it is recommended to report it immediately, as closing eyes / averting eyesight is a form of aiding such unethical behavior.

A line manager is usually the best contact person if an employee in a given situation is not sure what to do. In addition, employees can turn to another manager of TRASER Ltd.,

to an employee of the compliance and compliance department.

All reports received will be treated as confidential and thoroughly verified according to a defined procedure.

In order to simplify the investigation process, it is desirable that employees identify themselves when reporting. However, it is also possible for reports to be completely anonymous.

To support open and trustworthy communication, TRASER Ltd. declares that employees who report provable or suspected violations of the law, the Code of Conduct or other internal directives and regulations will not have any negative consequences of any kind. This also applies to other persons who provide important information to clarify such incorrect behavior. Please be assured that all reports will be treated as confidential and thoroughly reviewed according to a defined procedure.

The company TRASER Ltd. however, it expressly reserves the right to take disciplinary action.

Write your complaint at the bottom of this document and place it in the box located at the door of the competent person.

### **Procedure for receiving a complaint:**

After receiving a complaint by e-mail, phone, mail, or in person, the authorized manager of [durdiak@traser.sk](mailto:durdiak@traser.sk) will register the complaint in the complaint register on the day of receipt. The manager will confirm receipt of the claim/complaint to the reporter.

Subsequently, the Manager informs the director of the company within 24 hours about the receipt of the complaint, its nature and suggests how the complaint will be investigated.

The director informs the company executive on the day of the information.

The manager will review the complaint and ensure the protection of the whistleblower's identity.

In case of confirmation of the data from the complaint/complaint, he will propose a corrective measure. It informs the notifier about the measures taken no later than 30 days after receiving the complaint/complaint.

In the case of a violation of the law, the criminal law, the director informs the police about the matter and provides them with cooperation in the matter.

In the event that the whistleblower is not satisfied with the resolution of the claim/complaint, he may appeal directly to the director of the company Ľudovít Takáč within 7 days of being informed about TRASER's position by email: takac@traser.sk or by phone at the number: 0907 727 757.

Help us improve and be attentive. In case of suspicion, you can report the information to the anonymous box located in the entrance hall, or by email:

To email: durdiak@traser.sk

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