

KOSTAL

TAKE CARE.

How to deal with compliance violations¹
the right way.



SPEAK UP!

Your guide
for dealing with
compliance violations



¹A compliance violation is a breach of rules against the KOSTAL Code of Conduct and applicable laws.

Doing the right thing together

We are a world-class team. Our professional attitude and values unite us. Living and preserving these values can sometimes be a challenge in everyday life.

Each of us knows it - borders are crossed first and be it only with a „half foot“ and this remains or becomes unnoticed even tolerated, these boundaries continue to soften. in one globally networked company, it can be all the easier to major border crossings. Will such limits exceeded, this violates our corporate values, endangered in the worst case, the continued existence of the company and thus the long-term well-being and prosperity of everyone employee. We want to promote value-oriented action and our employees and the company from unfair, unfair and protect against indecent behavior.

For this we need your help.

Trust your gut feeling

For example, you noticed that:

- a colleague is being bullied
- favors work like bribes
- prices are agreed,
- Duty of care by service providers are violated (e.g. occupational safety & equality),
- unauthorized disclosure of personal data to third parties,
- ...

Then you should get active!

If in doubt, the KOSTAL Code of Conduct clarifies ours main principles of conduct based on or the independent **KOSTAL Compliance Hotline** informs you about the legal situation.

Compliance violation? What happens now?



Our promise

Please note that the investigation is discreet and confidential throughout the process. Only those people who need to be involved for the purpose of clarification are involved.

The compliance hotline is managed by an external provider - nobody can recognize you or your voice. You can remain anonymous if you wish.

Both parties are protected - both you as the reporting party, even if your suspicion has turned out to be unfounded, as well as the reported person, even if they have committed an offence.

KOSTAL has no interest in sowing mistrust among employees or in defaming people. If action is required, it will be taken discreetly.



Get active

With the compliance hotline, we have created an opportunity to report violations anonymously or to clarify whether there is a need for action.



Compliance Hotline von KOSTAL
www.speakupfeedback.eu/web/kostal



KOSTAL Code of Conduct
kostal.com/en-gb/verantwortung/code-of-conduct/



KOSTAL CODE OF CONDUCT

www.kostal.com