

REGULATIONS FOR RECEIVING INFORMATION/REPORTING ABOUT LAW VIOLATIONS

INTRODUCTION

The purpose of these Regulations for receiving reports of violations of law is to introduce procedures for dealing with internal reports of violations of law in accordance with Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons reporting violations of Union law (hereinafter: Directive) and with applicable laws in this regard.

These Regulations define the procedures for reporting, accepting, and considering information on violations of law that have occurred or are likely to occur in Etisoft Sp. z o. o. and procedures for ensuring the protection of information about violations of the law obtained in the work-related context, applicable at Etisoft Sp. z o. o.

DEFINITIONS

Information on violations of law - information, including reasonable suspicions, regarding existing or potential violations of law that have occurred or will probably occur in Etisoft Sp. z o. o., obtained by the applicant in the context related to work at Etisoft Sp. z o. o. or maintaining, in a work-related context, contact with Etisoft Sp. z o. o., as well as information regarding attempts to conceal such violations of the law.

Internal report - providing information about the violation of the Employer's law.

External reporting - providing information about a violation of the law to a public authority or a central authority.

Employer - a company under the name Etisoft Sp. z o. o. with its registered office in Gliwice at ul. Szara 21, registered in the Register of Entrepreneurs of the National Court Register kept by the District Court in Gliwice - X Commercial Division of the National Court Register under KRS number: 0000138415, NIP: 631-23-62-213, REGON: 277940286.

Violation of the law - an act or omission that is unlawful or intended to circumvent the law regarding:

- 1) public procurement;
- 2) financial services, products, and markets;
- 3) preventing money laundering and terrorist financing;
- 4) product safety and compliance;
- 5) transport safety;

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- 6) environmental protection;
- 7) radiological protection and nuclear safety;
- 8) food and feed safety;
- 9) animal health and welfare;
- 10) public health;
- 11) consumer protection;
- 12) protection of privacy and personal data;
- 13) security of networks and ICT systems;
- 14) financial interests of the European Union;
- 15) the internal market of the European Union, including the rules of competition and state aid and corporate taxation.

Reporter - a person who reports information about a violation of the law obtained in a work-related context, including: 1) an employee, also in the case when the employment relationship has already ended, 2) a person applying for employment who has obtained information about a violation of law the recruitment process or negotiations preceding the conclusion of the contract, 3) a person providing work on a basis other than an employment relationship, including on the basis of a civil law contract, 4) an entrepreneur, 5) a partner of Etisoft Sp. z o.o., 6) a member of the management board of Etisoft Sp. z o.o., 7) a person performing work under the supervision and management of Etisoft Sp. z o.o., subcontractors or suppliers of Etisoft Sp. z o.o., including on the basis of a civil law contract, 8) trainee, 9) volunteer.

Feedback - providing the reporter with information on the follow-up action planned or taken and the reasons for such action.

Follow-up action - action taken by the Employer to assess the veracity of the allegations contained in the report and, where applicable, to counteract the violation of law that is the subject of the report, including through an internal investigation, investigation, prosecution, action taken to recover funds or closing the procedure for accepting and verifying applications.

Retaliation - a direct or indirect action or omission that is caused by a report that infringes or is likely to infringe the rights of the reporter or that causes or is likely to cause damage to the reporter.

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Person to whom the notification relates - a natural person, legal person, or an organizational unit without legal personality, which the law grants legal capacity, indicated in the notification as the person who has committed a violation of the law or with whom this person is related.

Reporting Assistant - An individual who assists the reporting person in a work-related context.

Reporter Associate - An individual who may be subject to retaliation, including a co-worker or family member of the reporter.

Work-related context - all the circumstances related to the employment relationship or other legal relationship constituting the basis for the provision of work, under which the information about the violation of the law was obtained.

Public body - a public administration body that has ceased to exist established a procedure for accepting external reports on violations of the law in the field falling within the scope of operation of this body.

Central authority - a public administration authority competent to provide information and support in matters of reporting and public disclosure of violations of the law and receiving external notifications of violations of law in the areas covered by applicable law, their initial verification and transfer to the competent authorities for follow-up.

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