

## Procedure to manage whistleblowing reports

- 1. In the event that a complaint or report is received, the Compliance Officer shall investigate the report within 30 days (which can be extended for a maximum of two months in particularly justified cases) in accordance with the provisions of Article 22 of Act XXV of 2023 on Complaints, Public Interest Reports and Rules on Whistleblowing.
- 2. The report may be submitted indicating the whistleblower's name or anonymously, but it is recommended that the name and contact details of the whistleblower be provided. In the case of a legal entity, the registered office and the name and contact details of the legal representative of the whistleblower are provided for the purpose of facilitating contact.
- 3. Egis may choose not to investigate the report if:
  a) the report was submitted by an unidentified whistleblower,
  b) the report was submitted by an unauthorised invidiual,
  c) the report was submitted by the same whistleblower with the same content as the whistleblower's previous report, or
  d) the harm to the public interest or to an overriding private interest would not be proportionate to the restriction of the rights of the natural or legal person concerned by the report resulting from the investigation of the report.
- 4. The Compliance Officer shall, at the commencement of the investigation, but no later than 7 days after receipt of the report, provide the whistleblower with comprehensive information regarding the procedural rules applicable to the report and the rules on the processing of their personal data. In exceptional cases where immediate notification to the whistleblower would impede the investigation process, the whistleblower may be informed at a later stage. All individuals involved in the investigation, including the Compliance Officer, are required to maintain confidentiality.
- 5. If the available information indicates that the report is unfounded or does not require further action or investigation, the Compliance Officer will inform the whistleblower that no investigation is required.
- 6. If the information available indicates that the report is substantiated or requires further action, an investigation will be initiated. The Compliance Officer may request further information from the whistleblower if necessary to investigate the report. The Compliance Officer will inform the whistleblower of the outcome of the investigation.