

Guidelines

You can use the Parts Europe whistleblower system to report violations of laws or policies.

1. How can I submit a report?

There are three reporting channels available: via e-mail (speakup@partseurope.eu), by telephone and in person.

All reports of violation and information will be treated strictly confidentially.

Please describe the facts of the case as precisely as possible - the more information you give us, the easier it will be to clarify the matter. You can use the following questions as a guide:

- Who? - Who is involved?
- What happened? (please describe as many details as possible, if possible in such a way that people outside the field can also understand the incident).
- When? - When did it happen? / How long has the problem existed?
- How? - How did the above-mentioned incident come about?
- Where? - Where exactly did the incident occur?

Please also tell us if there are one or more persons who should not be contacted under any circumstances in the course of processing.

If you wish, you can also contact us by telephone. During the telephone conversation, the person you are talking to will make sure to ask for all the information necessary to follow up in a targeted manner.

If you would like to discuss your comments or concerns in a personal meeting, we are also available for this purpose. You can make an appointment via e-mail or by telephone.

2. What are the issues I can report?

Please report violations of applicable law as well as internal procedural rules. These include for example:

- Bribery and corruption
- health and safety at work
- human rights
- Protection of secrets
- Money laundering and terrorist financing
- Anti-competitive and anti-trust agreements
- Data Protection
- Bookkeeping/accounting/balancing
- Conflicts of interest
- Information security/IT security
- Conduct indicative of other criminal offences, such as fraud, embezzlement, theft, damage to property

- Product safety and compliance
- AGG
- Supply Chain Duty of Care Act

3. How will my report be processed?

Your report will be documented and investigated. If you have provided us with contact details, we may ask you questions and ask you to answer them. You can also contact us if you have new information or would like to supplement your details. In addition, if you have left us contact details, you will receive both an acknowledgement of receipt and a result of the investigation.

4. What happens to my personal data?

Your personal data is stored securely and is only accessible to the compliance staff working on your report. Your personal data will only be passed on to external bodies if this is required by a legal norm or if there is a justified interest on the part of Parts Europe GmbH or an external body. In all cases, the transfer must be permissible in accordance with the data protection regulations.

5. Will my identity and other details be disclosed to the persons involved in the incident?

The information will always be treated confidentially. Data subjects (e.g. those mentioned in the notice) will be informed about the processing of their personal data for data protection reasons. However, if there is a significant risk that the information could jeopardise an effective investigation of the facts, it may be postponed as long as this risk exists. Notification of the identity of the whistleblower only takes place after a so-called balancing of legal interests, i.e. it is omitted if the whistleblower's legitimate interest in remaining anonymous prevails. However, if the investigation leads to the initiation of criminal proceedings, the accused has the right to inspect the files. In this context, he or she may also learn the name of the whistleblower on the basis of statutory provisions.

6. I am afraid that I will be subjected to retaliatory measures. Who can I contact?

Please contact the compliance officer who handled your whistleblower.

7. What can I do if I have been falsely accused of a legal violation through the whistleblower system?

Please contact the compliance officer. If a whistleblower abuses the system intentionally, he or she cannot invoke the protection as a whistleblower. In order to enforce the legal rights of the falsely accused, the identity of the whistleblower may be disclosed in this case.

8. I am not sure if my concern can be raised through the whistleblowing system. What should I do?

Contact the compliance staff member and ask. Of course, your request will also be treated confidentially.