

# Rules of procedure for complaints pursuant to § 8 of the German Supply Chain Act (LkSG) of SWIETELSKY Baugesellschaft m.b.H.



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This document describes the complaints procedure of the SWIETELSKY Baugesellschaft m.b.H. ("SWIETELSKY") pursuant to § 8 of the German Supply Chain Act (LkSG). The procedure is open to all SWIETELSKY employees, employees within the supply chain and those who may otherwise be directly or indirectly affected by the economic activities of SWIETELSKY or by the economic activities of a company in the supply chain by a human rights or environmental violation in accordance with the German Supply Chain Act (LkSG) or even just became aware of it.

The protection of the information (=complaints) provided, and the identity of the whistleblowers are ensured. To make this possible, the following must be considered when using the complaints procedure: Should you want to remain anonymous, do not provide any personal data such as your name, address, email address, place of residence, or relationship to the underlying facts or the participants. Do not use a communication medium through which you can be traced back as a person; use an anonymous IP address; do not accept any cookies; use a telephone which does not show the phone number, etc. If possible, do not use a technical device (e.g. PC, laptop, smartphone) provided by your employer. An Intranet connection, in particular, can jeopardise your anonymity. Enter the link to the complaints procedure directly into your browser's address bar and, if necessary, set a bookmark to call up the system again later (e.g. login to the mailbox). Pay attention to the secure Internet connection represented by the lock symbol next to the address bar. Our data protection declaration can be found here.

Our procedure can be accessed as follows:

- via email at [compliance@swietelsky.com](mailto:compliance@swietelsky.com)
- by mail (see address below)
- web-based complaints system  
[www.swietelsky.de/nachhaltigkeit/lieferkette](http://www.swietelsky.de/nachhaltigkeit/lieferkette)

Address for reporting by mail:

**Swietelsky AG**  
**Compliance and Data Protection**  
**Edlbacherstrasse 10**  
**A-4020 Linz**

If you wish to submit a complaint via our web-based complaints system, you can choose from various languages. You will then receive a reply in the selected language. We will confirm receipt and indicate the next steps for dealing with your complaint and the duration of the procedure.

In order to maintain a means of communication in the event of an anonymous tip-off, it is recommended to set up a completely anonymous mailbox. This can be done simply and easily as part of a complaint via our web-based complaints system.

Receipt of the complaint will be confirmed in each reporting channel. You have the option to discuss the facts with us should you wish to do so. Your notification is processed by persons who are impartial and who act independently from instructions from our company. The persons are bound to secrecy. Your information and the procedure are confidential, and protection from discrimination or punishment based on the notification is guaranteed.

**Swietelsky Baugesellschaft m.b.H.**

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