

Whistleblower scheme

A whistleblower is an employee who reports major abuses within a company. Something that can have major consequences for social interests, such as illegal discharges or violation of human rights. A whistleblower is therefore someone who proverbially sounds the alarm.

Of course we hope never to experience something like this, but if there is something going on that cannot tolerate the light of day, you can always raise it with us in complete confidence and safety. This way we can do something about it ourselves before it gets completely out of hand. The reporting procedure is not intended for (individual) labor conflicts, reporting personal complaints about work, expressing criticism of the (policy) choices made by Euro Caps and/or for achieving personal gain. There must therefore be a broader interest.

1. *What is a (suspected) abuse?*

You must have a reasonable suspicion that there is an abuse in which the social interest is at stake. This is the case with:

- A violation of the law
- A danger to public health
- A safety hazard
- A hazard to the environment
- (A risk of) violation of Union law
- Violation of Euro Caps internal rules
- A danger to the proper functioning of our organization or a public service due to improper actions or omissions.

2. *Reporting abuses*

Seen something that is really unacceptable? Preferably take it to your manager first. Or talk about it with one of our (external) confidential counselors. You can also report abuse directly to the House for Whistleblowers.

3. *What are your rights as a whistleblower?*

Of course, it is quite something to report an abuse in your company. That is why we always protect people who report abuse against any adverse consequences. These may be employees, but also interns, self-employed persons, applicants, contractors, shareholders, directors and suppliers. The protection also applies to witnesses or other parties involved. We will also never punish you after reporting an abuse or incident. Not satisfied with your treatment? Please contact the House for Whistleblowers.

4. *How do you report an abuse?*

You can make the report in writing (also by email or WhatsApp), by telephone or at your request via a personal meeting on location within a reasonable period. A report of abuse may be made anonymously. It helps if a report of abuse is well substantiated. For example, take photos, collect emails, documents and other evidence.

5. What do we do with the report?

If an abuse is reported, we will let you know within seven days that we have received your complaint. Then we'll see what we do with it. We will let you know as soon as possible. If we don't do anything, you will hear that too. With good reason, of course.

We ensure that the information about your report is stored in such a way that it is physically and digitally accessible only to those involved in handling this report. We process all data confidentially and, to the extent permitted, in accordance with the General Data Protection Regulation and other relevant legislation. We also ensure that your identity is not known to those involved in handling the report. An exception to this is if you give express written approval for this.

If there is an investigation, we will keep you informed about every step we take. You and other parties involved may be heard. We aim to deliver the investigation report within eight weeks of notification and to inform you of our position. We also indicate to which (follow-up) steps the report has led or will lead.

Displeased? Then you can still contact the House for Whistleblowers. For more information see: www.wetbeschermingklokkenluiders.nl.

6. Contact details

House for Whistleblowers

Telephone 088-1331000

Email contact@huisvoorklokkenluiders.nl.

Website <https://huisvoorklokkenluiders.nl>

Postal address: Postal address 85680, 2508 CJ The Hague