

Whistleblower Policy



Governance

PURPOSE AND SCOPE

Ergonomic Solutions (ES) is committed to adhere to the highest standards of ethical, moral and legal conduct of business operations.

The Whistleblower Policy has been introduced by ES to enable employees and other individuals associated with Ergonomic Solutions to not overlook any concern but instead raise it at an early stage and in the right manner, without fear of retaliation, victimisation, subsequent discrimination, or disadvantage at workplace.

The purpose and scope of this Whistleblower Policy is that all the employees and the directors of the Company are eligible to make protected disclosures under the Policy. The Whistleblower Policy should not be used in place of the company grievance procedures or be a route for raising malicious or unfounded allegations against colleagues. The purpose is also to make the procedure clear for all external third parties who can make use of the whistleblower reporting system in case they have concerns. It is not a route for taking up a grievance about a personal situation or for product and warranty inquiries.

PRINCIPLES

As is well known, ES does not tolerate any malpractice, impropriety, abuse or wrongdoing and encourages employees and other individuals associated with the company to come forward and voice their concerns. ES assures that such concerns would be enquired into by designated persons independently and fairly.

THE POLICY

The Whistleblower Policy applies to all employees of the Company including those who are on probation and notice period. It also applies to employees of vendors and service providers, contract employees, clients, retainers, consultants, trainees and interns and any other person who has made use of the whistleblower system. To clarify, any of these persons who raise concerns under this Policy are referred to as “whistleblowers”.

Any federal, state, and local laws and regulations would supersede any of the Whistleblower Policy guidelines in case of any conflict.

What can be reported

The whistleblower scheme is to be used to report concerns both anonymously or non-anonymously about serious matters or suspected serious matters. The concerns raised must involve serious violation of laws, regulations, internal policies and procedures or code of conduct.

The list below is intended to illustrate the types of issues that may be raised under this Policy:

- Any unlawful act, whether criminal (e.g., theft) or a breach of the civil law (e.g. slander or libel)
- Breach of any policy or professional code of conduct
- Incident involving leak or suspected leak of unpublished price sensitive information
- Health and safety risk observed, including risk to the public as well as other persons (e.g. faulty electrical equipment)
- Abuse including physical, sexual, psychological or financial abuse, exploitation or neglect
- Damage to the environment (e.g. pollution)
- Fraud and corruption (e.g. to solicit or receive or offer or promise any gift/reward as a bribe)
- Any instance of failure to comply with legal or statutory obligation either for and on behalf of ES or in any personal capacity in the course of discharging duties of ES

- Any instance of any sort of financial malpractice or wrongful accounting practice
- Conflict of interest
- Abuse of power (e.g. bullying or workplace harassment)
- Any other unethical or improper conduct or a conduct that is in violation of any policy of the company

If you are in doubt about raising a concern, then it is recommended that you report the concern. All concerns are taken seriously and will be answered and processed confidentially and in accordance with applicable laws.

Considerations before making a report

Whistleblowers are always encouraged to share their concerns provided they have reasonable grounds to believe that the information was true at the time of reporting. However, employees are initially encouraged to use the normal channels for reporting concerns, e.g. make contact to the HR department or their manager before reporting in the whistleblower scheme. If an individual wishes to have full anonymity the whistleblower system is the best option.

It is important that the system is not used to make false accusations, by which suspicion may be raised against innocent people. All concerns reported must be made in good faith. Any whistleblower who intentionally alleges untrue facts about other persons, or who acts in bad faith or with ill intent, may face disciplinary action, including dismissal.

How is a concern reported?

Concerns should be reported in the digital whistleblower system that can be accessed via the Internet portal which is accessible via the ES website. Concerns cannot be raised in any other way.

The digital whistleblower system used to register reports is hosted by an independent service provider, EQS Group, that guarantees anonymity and security of the system. The system is fully compliant within all relevant data protection requirements (such as GDPR). It does not log IP addresses, and all data transmission and data storage take place in encrypted form.

It is possible to report a concern in several foreign languages and notices can be translated directly in the system.

When a concern is reported the whistleblower choose a login to the system and can anonymously log on to the system afterwards.

Who will investigate the concern?

Any concern reported will be dealt with by the designated persons who are Head of HR, Mette Haslev and HR Specialist Dorthe Kraglund. Depending on the character and content of the concern raised external partners – e.g. a lawyer or an accountant will be contacted. If the HR Department cannot reach a conclusion, it will be escalated to Board Ethics Committee.

Where a country specific regulatory requirement mandates investigation by a person located in the specific country, the Head of HR would be entitled to delegate the role as designated person to an appropriate

internal or external person located in the relevant country. The specific concern will be investigated and subject to legal compliance of the country. Such delegation would be documented with the reasoning for the decision specified in the document and the designated person shall follow the policy and process as laid down for a designated person to deal with the matter.

Procedure for handling concerns raised

When a report is received via the digital whistleblower system, an initial investigation will be conducted. The whistleblower receives an acknowledgement of receipt of the report via the system within seven days.

If the concern raised should not be dealt with within this system, the whistleblower will be contacted via the system and asked to use another channel. If the concern is unjustified, it will be rejected and deleted in the system. If the conclusion of the initial investigation is that it is not characterised as unjustified, a more detailed investigation will take place.

During this investigation the whistleblower may be contacted for more details. The whistleblower is encouraged to log on to the system about a week after having reported a concern to see if any clarifying questions have been asked. In case the whistleblower is non-responsive for more than 15 days, the concern may be closed without further action.

Depending on the character of the concern, it may be passed on to the police for further investigation.

All investigations will follow a fair and objective process and will be conducted as effectively and expeditiously as

circumstances permit. ES strives to keep a good dialogue with the whistleblower to build trust and encourages whistleblowers raising a concern to provide their name to facilitate addressing the concern even more effectively and expeditiously.

All employees related to/or involved in the investigation have a duty to cooperate and support the investigation in good faith. All discussions and information associated with the process must be kept confidential by the individuals associated with the concern. Breach of this will result in disciplinary action against the individual, which may lead to termination.

After end of investigation, all reports raised will be deleted or anonymised in the whistleblower system according to GDPR.

Feedback to the whistleblower

The whistleblower receives an acknowledgement of receipt of the report via the system within seven days.

The whistleblower will receive feedback via the whistleblower system as soon as possible and no later than three months after the receipt of the report.

The feedback includes information about actions taken, reasons and outcome – e.g., whether an internal investigation has been launched or if it has been reported to the police. The feedback will at any time comply with applicable law and GDPR.

If it is not possible to give feedback within the three months' limit, the whistleblower will be notified about status and when it will be possible to give feedback.

Confidentiality and protection of the whistleblower

The individual raising a concern or the persons to whom the concern is made, or any person involved in the investigation including witnesses shall maintain confidentiality and shall not disclose / discuss the concern or the internal proceedings with any third party.

The obligation of confidentiality does not however restrain an individual from disclosing the information as part of legal proceedings initiated by the individual or in response to any statutory or judicial process in accordance with the law.

The identity of the whistleblower and information, from which the whistleblower can be identified cannot without the whistleblower's explicit consent be passed on to other persons than the designated persons who are authorised to receive and follow up on the reports.

Any whistleblower who makes an allegation in good faith will not be harassed, retaliated against, or suffer adverse employment consequences, such as discharge, demotion, suspension, discrimination with respect to the terms and conditions of employment. If the whistleblower is not confirmed by subsequent investigation, no adverse action will be taken against the whistleblower. In making a disclosure the whistleblower should exercise due care to verify the accuracy of the information provided in the system.

MONITORING & CONTINUOUS IMPROVEMENT

The Whistleblower Policy will be monitored for continuous improvement by the HR Department.

CONSEQUENCES OF NON-COMPLIANCE

Disciplinary action may be taken against any employee who makes mala fide or frivolous allegations.

Disciplinary action may be taken against any employee who prevents or tries to prevent a whistleblower from raising a concern, or who threatens to make or tries to make retaliations.

If a person, against whom the concern is raised, is found guilty, then ES shall take appropriate action as per ES disciplinary procedure.

Other references

[Ethics Policy >](#)

[Professional Code of Conduct >](#)

This policy applies to Ergonomic Solutions
International Limited and subsidiary companies

