



Fabryka Łożysk Tocznych - Kraśnik S.A.

Submitting a new report in Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik EY Virtual Compliance Officer tool

The main purpose of the **Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik** EY Virtual Compliance Officer tool is to facilitate reporting of suspected misconduct in a confidential, simple and easily accessible manner.

I. How do I report misconduct?

The screenshot shows the EY Virtual Compliance Officer welcome page. At the top, there is the ExampleCompany logo and the text 'EY Virtual Compliance Officer'. Below this, it says 'Hello!' and 'There's something bothering you, but you want your information to remain confidential?'. A prominent yellow button labeled 'Add new report' is centered. Below the button, there is a section for 'Check updates for your report' with a language dropdown menu set to 'English'. At the bottom, there is a link for 'Login for users with access rights'.

Step 1:

Click on the “Add new report” button (available on the welcome page at <https://fltkrasnik.vco.ey.com>).

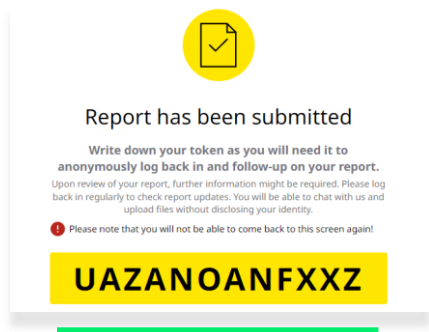
The whistleblowing tool is optimized for desktop operating systems as well as mobile devices (Android, iOS), and can be accessed by a Web browser.

The screenshot shows the 'Preferred language' selection screen. It features a yellow circular icon with a document symbol. The text reads 'Preferred language' and 'Please select your preferred language before submitting a report.'. There is a language dropdown menu set to 'English' and a prominent yellow button labeled 'Continue' at the bottom.

Step 2: Select your preferred language and click “Continue” to gain access to the report form.

Answer the questions in the form in as much detail as possible. You also have the option to attach files to provide documentation supporting your report.

After reading and accepting that you have read the Terms of Use and Privacy Policy of **Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik**, you can submit your report by clicking “Submit”.



Step 3:

You will be provided with a unique token assigned to your report, which will allow you to check the status of your report and communicate with **the Administrative and Legal Department of Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik.**

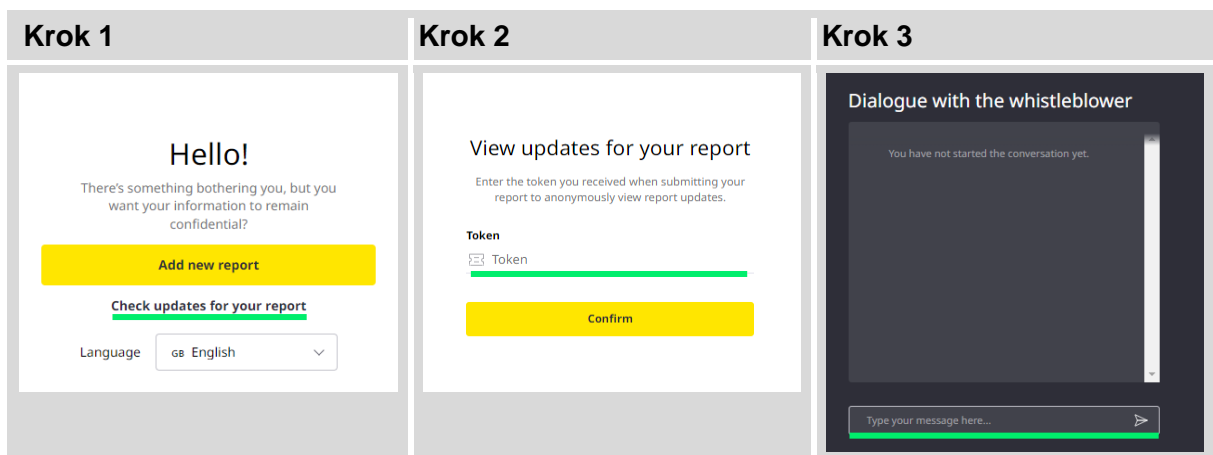
This token should be saved and stored in a safe place, as it won't be displayed to you again in the future. If you provided your contact email address, the token will be sent to that address.

II. How do I check the status of my report?

Step 1: Follow the link “Check updates for your report” (available on the welcome page at <https://fltkrasnik.vco.ey.com>).

Step 2: Enter the token you received when submitting your report. If you provided your email address, you will find the token in the email message confirming your submission.

Step 3: Type your question in the chat box.



III. Frequently asked questions

1. What can be reported?

Your report can concern misconduct or suspected misconduct, understood as any action or negligence violating the law or aimed at circumventing the law, and any unethical behavior or negligence, as well as any work-related misconduct that you believe to be in violation of **Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik** internal regulations. You can report misconduct related to one of the following categories:

- corruption
- public procurement
- services, products and financial markets
- prevention of money laundering and terrorist financing

- e) product safety and compliance
- f) transport safety
- g) protection of the environment
- h) radiation protection and nuclear safety
- i) food and feed safety, animal health and welfare
- j) public health
- k) consumer protection
- l) protection of privacy and personal data
- m) security of network and information systems
- n) financial interests of the State Treasury of the Republic of Poland, local government units and the European Union
- o) internal market of the European Union, including public-law principles of competition and state aid and taxation of legal persons
- p) constitutional freedoms and rights of a person and a citizen – occurring in the relations of an individual with public authorities and not related to the areas listed in the Act on the Protection of Whistleblowers

If you are uncertain what category of reporting you should select or the relevant category is missing, you can tick „Other / Multiple” in the form and explain your selection in more detail in the “Issue Description” field on the next page of the report form.

2. Do I need to have evidence of misconduct before reporting it?

No, it is sufficient that you have reasonable grounds to believe that the information you provide is true at the time of submitting your report.

3. Can I submit my report anonymously?

No, **Fabryka Łożysk Toczných – Kraśnik S.A. with its registered office in Kraśnik** does not allow reporting of misconduct unless personal data and contact details have been provided. **Fabryka Łożysk Toczných – Kraśnik S.A. with its registered office in Kraśnik** also guarantees that all reports and details provided within are treated as confidential and will be reviewed with due diligence. Additionally, the whistleblower is entitled to protection as per the regulations laid down by the EU Whistleblowing Directive.

4. Who is allowed to report misconduct?

The whistleblowing channel is publicly available for people inside **Fabryka Łożysk Toczných – Kraśnik S.A. with its registered office in Kraśnik**, such as employees and contractors, as well as third parties, such as business partners and clients.

5. Can I withdraw or remove a submitted report?

It is not possible to withdraw or remove a report that has been already submitted. If you wish to correct or add more information or your personal data, contact the Administrative and Legal Department of Fabryka Łożysk Toczných – Kraśnik S.A. with its registered office in Kraśnik.

6. I've lost my token – how can I regain access to my report?

For security reasons, it is not possible to restore your token or generate a new one to gain access to an existing report in the whistleblowing tool. If you lose your token, you will not be able to check the status of your report or communicate with the Administrative and Legal Department of Fabryka Łożysk Toczných – Kraśnik S.A. with its registered office in Kraśnik.

In this situation, you can submit a new report. It is recommended to provide information that you have reported on this issue before and state the date of the original report (if possible).

7. What happens after I submit my report?

All reports are processed by the Administrative and Legal Department of Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik. You should expect the following actions to take place:

- a) Within 7 days from submitting your report, you will receive acknowledgement of receipt of the report from the Administrative and Legal Department of Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik in the chat available after logging in with your token.
- b) During the process of verifying your report, the Administrative and Legal Department of Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik may contact you to collect additional information. In this case, you will find their inquiries in the chat available after logging in with your token. If you provided your email address, you will also be notified via email of any messages sent to you in the whistleblowing channel from the Administrative and Legal Department of Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik.
- c) Within 3 months from receiving acknowledgement of receipt of your report, you should expect to receive feedback from the Administrative and Legal Department of Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik.

Detailed rules of reporting and reviewing submitted reports are available in Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik Rules of Internal Reporting.

8. Will my report be treated as confidential?

All reports, submitted openly or anonymously, are treated as confidential and will be reviewed with due diligence.

Measures applied in order to protect confidentiality include the use of appropriate technical and organizational solutions. Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik also guarantees that every person participating in the process of receiving reports or taking follow-up actions has been properly authorized and is obliged to treat in confidence all information acquired with relation to the report under pain of disciplinary action.

9. How am I protected against acts of retaliation?

Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik prohibits any acts of retaliation against whistleblowers, persons assisting whistleblowers and persons associated with whistleblowers. Such individuals in particular must not be harassed in any way by their superiors or Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik other employees, nor should they be held financially or disciplinary liable in connection with the report.

10. What happens if a false report is submitted on purpose?

Submitting a false report relates to forwarding information knowing that it is untrue. In this case, the person submitting a false report does not qualify for protection as stipulated in applicable laws. Also, Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik may take disciplinary measures against such individuals.

11. How is my personal data stored?

All personal data is stored on the system provider's technological platform located in the European Economic Area.

Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik protects confidentiality and security of data obtained in the course of carrying out its business activities. Access to such data is limited. Rules and procedures related to the obtained data are designed to prevent its loss, misuse or disclosure.

12. Where can I find detailed information about how the whistleblowing tool works and how my personal data is processed?

Detailed information about the functioning of the tool is included in the Terms of Use available in the misconduct report form. The Privacy Policy which specifies the rules of processing personal data by Fabryka Łożysk Tocznych – Kraśnik S.A. with its registered office in Kraśnik is also included in the form.