


<b>PROCEDURE</b>	
Version number: 1	<b>Internal procedure of reporting breaches and taking follow-up actions</b>
<b>Effective from: 25/09/2024</b>	

	Name and Surname
Prepared by:	Compliance Officer
Approved by:	President of the Management Board

### 1. Document owner

Compliance Officer

### 2. Subject and scope of application

2.1. The objective of this procedure is to determine:


- 1) channels for reporting breaches,
- 2) rules for reporting breaches,
- 3) rules for taking follow-up actions,
- 4) protection measures for persons reporting breaches.

2.2. The entity authorised to receive breach notifications and take follow-up actions under the procedure is the Compliance Officer.

2.3. Each person authorised to make a notification (whistleblower), who has witnessed or become aware of a breach, shall make a notification according to this procedure.

### 3. Definitions and designations

The Act	The Act of 14 June 2024 on the protection of whistleblowers
Information about a breach	It shall be understood as information, including a justified suspicion, about an actual or potential breach committed or likely to be committed at a legal entity where the whistleblower participated in the recruitment process or other negotiations preceding conclusion of an agreement, works or worked, or at a different legal entity with which the whistleblower is or used to be in touch in matters related to their job, or information about an attempt to hide such breach.
Whistleblower	A natural person who reports or publicly discloses information on breaches acquired in the context of their work-related activities, including: <ol style="list-style-type: none"> <li>1) employee, temporary employee, intern, trainee, volunteer;</li> <li>2) person working otherwise than under an employment relationship, including under a civil law contract;</li> <li>4) entrepreneur;</li> <li>5) procurator holder;</li> <li>6) shareholder;</li> <li>7) member of a body of a legal person or unincorporated organizational unit;</li> <li>8) person working under the supervision and management of a contractor, subcontractor or supplier;</li> <li>9) natural person, in the case of notification or public disclosure of information about a breach acquired in the context of their work-related activities prior to establishing an employment relationship or a different legal relationship being the basis for providing work or services or performing a role in or for a legal entity, or for serving at a legal entity, or</li> </ol>


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	after the termination of such relationship.
Work-related activities	It shall be understood as past, current or future activities related to performing work under an employment relationship or a different legal relationship being the basis for providing work or services, or performing a role at or for Verco S.A., or serving at a legal entity, as part of which information about a breach was acquired and there is a possibility of suffering retaliation.
Follow-up action	An action taken in order to assess whether the information contained in the notification is true and to counteract breaches subject to the notification, in particular, through preliminary investigation, instigating an inspection or administrative proceedings, bringing charges, taking an action in order to recover financial means or close a procedure carried out under an internal procedure of reporting breaches and taking follow-up actions.
Retaliation	Direct or indirect action or omission in work-related activities triggered by a notification or public disclosure, which infringes or may infringe on the rights of the whistleblower or may lead to unjustified harm on the part of the whistleblower, including unwarranted instigation of proceedings against the whistleblower.
Public disclosure	Making information about a breach public.
Verco	Verco S.A. with its registered office at Skwer Wyszyńskiego 5, apt. 6U, 01-015 Warsaw
Compliance Officer	Person who performs tasks at Verco related to ensuring compliance of the operations with the applicable provisions of law. Email address for contacts: amartyna@verco.pl.


#### 4. Procedure description

##### 4.1. Making internal notifications

- 4.1.1. Each person, if they reasonably suspect or have knowledge of a breach, can notify Verco of this fact.
- 4.1.2. A breach is an action or omission that is illegal or aimed at circumventing the law, and is related to breaches specified in Article 3 of the Act, in particular:
- 1) safety of products and their compliance with the requirements;
  - 2) food safety;
  - 3) corruption;
  - 4) counteracting money laundering and terrorism financing;
  - 5) environmental protection;
  - 6) public health;
  - 7) protection of privacy and personal data;
  - 8) security of the network and ITC systems.
- 4.1.3. Reported breaches other than those specified in item 4.1.2. shall be provided to the competent units for examination, for example, under an anti-mobbing procedure.
- 4.1.4. It is necessary to report especially such information that can suggest:

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- 1) suspicion of an attempted or committed prohibited act or of preparations being made to this end;
  - 2) failure to perform duties or abuse of powers;
  - 3) failure to exercise due diligence required in specific circumstances or actions;
  - 4) irregularities at Verco that could lead to committing a prohibited act or inflicting damage;
  - 5) infringement of the generally applicable law whereunder Verco operates.
- 4.1.5. Irregularities can be reported especially with regard to:
- 1) employees and associates of Verco,
  - 2) entities associated with Verco,
  - 3) persons authorised to represent Verco,
  - 4) employees, associates of counterparties, suppliers and other entities if prohibited acts were committed in relation to performing an agreement concluded with Verco.
- 4.1.6. The person responsible for receiving and examining notifications is the Compliance Officer.
- 4.1.7. An internal notification can be made:
- a) under your name – when the Whistleblower provides their personal data along with their mailing address or email address or when their identity can be made out based on other information contained in the internal notification,
  - b) anonymously – when the Whistleblower does not provide their personal data, and it is impossible to identify them based on other information contained in the internal notification.
- 4.1.8. It is up to the Whistleblower to decide whether they wish to provide their personal data or not. Anonymous internal notifications are subject to the rules for receiving, conducting a preliminary analysis and taking follow-up actions as described in the procedure. Verco shall not attempt to identify the Whistleblower.
- 4.1.9. Breaches can be reported to the Compliance Officer through the following internal channels:
- 1) upon the reporting person’s request, during a direct meeting arranged within 14 days of filing a relevant request,
  - 2) by phone, by calling the number: +48 511 153 704,
  - 3) in writing to the Compliance Officer, to the address of Verco S.A., Skwer Wyszyńskiego 5, apt. 6U, 01-015 Warsaw, with a note ‘hand-delivered’ in a closed envelope with the words “confidential” and “hand-delivered” written on it, placed in another envelope with the clause “breach notification” written on it.
  - 4) by email – [amartyna@verco.pl](mailto:amartyna@verco.pl) – in order to protect the content of the notification, it should be encrypted, and the password to the encrypted file should be provided by phone at +48 511 153 704.
- 4.1.10. Oral, personal and telephone notifications are registered in the records of the conversation.
- 4.1.11. The Whistleblower may verify, correct and approve the records of the notification by signing it.
- 4.1.12. The notification should include information enabling examination of its legitimacy, in particular:
- a) date and place of the incident (breach) or date and place of becoming aware of the breach;
  - b) description of the incident and its circumstances together with any and all information, documents and evidence;

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c) list of persons to whom the notification pertains as well as persons who are or may be relevant to the notification – such as witnesses or aggrieved parties.

4.1.13. The reporting person shall provide their personal data together with their mailing or email address.

4.1.14. The reporting person shall receive a confirmation of the receipt of the notification within 7 days of making the notification unless the reporting person did not provide any address for receiving the same.

#### **4.2. External notification and public disclosure**

4.2.1. The whistleblower may make an external notification without a prior internal notification. Notifications can be made directly through external reporting channels established by the Commissioner for Human Rights or public authorities and, where appropriate, to institutions, bodies or organizational units of the European Unit. Information necessary to make an external notification is available on the websites of the Commissioner for Human Rights and public authorities operating external reporting channels as well as competent institutions, bodies or units.

4.2.2. The whistleblower may make a public disclosure by making information about a breach public.

4.2.3. The whistleblower who makes a public disclosure shall be subject to protection if they make:

- 1) an internal notification followed by an external notification and Verco, within a deadline for providing feedback as set forth in the internal procedure, and a public authority, within a deadline for providing feedback as set forth in the external procedure of the public authority, fail to take any appropriate follow-up actions or to provide feedback to the whistleblower, or
- 2) straight away an external notification, and a public authority, within a deadline for providing feedback as set forth in its external procedure, fails to take any appropriate follow-up actions or to provide feedback to the whistleblower

– unless the whistleblower did not provide any address for contact to which such feedback can be sent.

4.2.4. Whistleblower who makes a public disclosure is subject to protection also when they have reasonable grounds to believe that:


- 1) the breach may directly or evidently threaten public interest, in particular when there is a risk of inflicting a permanent damage, or
- 2) making an external notification would expose the whistleblower to retaliation, or
- 3) making an external notification would result in low probability of effectively preventing the breach due to specific circumstances of the case, such as a possibility of hiding or destroying evidence, existing collusion between a public authority and the breach perpetrator or the involvement of a public authority in the breach.

#### **4.3. Access to data**

4.3.1. Personal data of the reporting person and other persons mentioned in the notification are confidential. Personal data are understood as any and all information enabling direct identification of a person, such as first and last name, circumstances in which they were involved, as well as the email address and name of the role – if it is a single role.

4.3.2. Personal data of the reporting person cannot be disclosed, without their explicit consent, to any person other than persons authorised to receive notifications and take follow-up actions.

4.3.3. Data of the reporting person may be shared only if it is a proportionate measure necessary to carry out preliminary investigations or court proceedings by competent authorities. In such a case, the reporting person is informed of the planned date of sharing the data.

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4.3.4. The Compliance Officer is responsible for maintaining an electronic record of notifications. Access to the record is limited and password-protected. The record of notifications lists each and every notification. The record includes:

- 1) notification number;
- 2) subject of the breach;
- 3) personal data of the whistleblower and the person to which the notification pertains necessary to identify these persons; whistleblower's address for contact;
- 4) date of the notification;
- 5) information about the follow-up actions taken;
- 6) date of closing the case.

4.3.5. The Controller of the personal data contained in the record is Verco.

4.3.6. Personal data and other information in the record of internal notifications is stored for a period of 3 years after the end of the calendar year in which the follow-up actions are completed or after the proceedings initiated as a result of such actions are ended.

4.3.7. After receiving a notification, personal data is processed in the scope necessary to accept the notification or take a follow-up action, if any. Personal data that is irrelevant to examining the notification is not collected, and if it is accidentally collected, it shall be immediately deleted. Personal data shall be deleted within 14 days of finding it irrelevant to the case.

**4.3.8. Persons responsible for managing notifications.**

4.3.9. The person responsible for receiving and examining notifications is the Compliance Officer.

4.3.10. Depending on the nature of the notification, the Compliance Officer appoints an impartial team of persons, including but not limited to external experts, to conduct a preliminary investigation.

4.3.11. Should the Compliance Officer be indirectly or directly involved in the subject of the notification in a way that hinders their impartiality and/or raises a conflict of interest, they shall inform the Management Board thereof. The Management Board shall appoint a person who will assume the duties and responsibilities of the Compliance Officer specified in the procedure.

4.3.12. Only persons having a written authorisation from the Management Board can be admitted to receiving and verifying internal notifications, taking follow-up actions and processing personal data. Authorised persons shall be obliged to keep confidential the information and personal data obtained in the process of receiving and verifying internal notifications and taking follow-up actions, also after the termination of the employment relationship or a different legal relationship under which they performed such work.

**4.4. Follow-up actions**


4.4.1. Follow-up actions shall be carried out with due diligence and should include:

- 1) assessment of the legitimacy of the accusations included in the notification;
- 2) preliminary investigation;
- 3) preparation of a notification report with recommendations;
- 4) closing the proceedings and providing the report to the Management Board.

4.4.2. While conducting the preliminary investigation, the team, together with the Compliance Officer, shall:

- 1) determine the facts of the case and collect all the evidence;
- 2) keep personal data confidential;
- 3) observe the rights of the whistleblower and persons to which the notification pertains.

4.4.3. Activities taken as part of the conducted preliminary investigation need to be documented in writing or electronically, for example, as notes from the meetings.

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4.4.4. The Compliance Officer strives to ensure that the preliminary investigation is closed no later than within 3 months of receiving the notification.

4.4.5. The Compliance Officer is responsible for providing feedback to the reporting person within 3 months of confirming the receipt of the notification or, if no confirmation was sent, within three months after the lapse of 7 days of the notification being made.

#### 4.5. **Non-retaliation and protection measures**


4.5.1. The whistleblower is subject to protection from the moment of making a notification provided that they had reasons to believe the information subject to the notification or public disclosure to be true at the time of making the notification and to be information about a breach.

4.5.2. Protection against retaliation is provided, as appropriate, to the person assisting in making the notification and the person affiliated with the reporting person (e.g. related by blood) if they are in a professional relationship with Verco.

4.5.3. No retaliation, attempted retaliation or threat of such measures can be applied toward the whistleblower.

4.5.4. If the whistleblower used to provide, provides or will provide work under an employment agreement, it is prohibited to retaliate against the whistleblower, in particular through:

- 1) refusing to establish an employment relationship;
- 2) providing a notice of termination or terminating an employment relationship without notice;
- 3) refusing to conclude an employment agreement for a definite term or an employment agreement for an indefinite term after terminating an employment agreement for a trial period, refusing to conclude a subsequent employment agreement for a definite term or an employment agreement for an indefinite term after terminating an employment agreement for a definite term – in the event that, before making the notification, the whistleblower could have reasonably expected that such an agreement would be concluded;
- 4) reducing remuneration for work;
- 5) suspending a promotion or passing the whistleblower over for promotion;
- 6) passing the whistleblower over when awarding work-related benefits other than basic remuneration or reducing such benefits;
- 7) downgrading to a lower position;
- 8) suspension from employee or professional duties;
- 9) transferring the existing duties of the whistleblower to another employee;
- 10) unfavourable change of the place of work performance or work schedule;
- 11) negative assessment of the work results or a negative opinion about the performed work;
- 12) imposing or applying a disciplinary measure, including a financial penalty or a similar measure;
- 13) coercion, intimidation or exclusion;
- 14) mobbing;
- 15) discrimination;
- 16) unfavourable or unfair treatment;
- 17) suspension of participation or passing the whistleblower over for participation in training courses for upgrading professional qualifications;
- 18) unjustified referral for medical examination, including psychiatric tests unless separate provisions provide for a possibility to refer an employee for such tests;
- 19) acting with an intention of hindering the employee's future search for a job in a given sector or industry under an informal or formal understanding within the sector or industry;
- 20) causing financial loss, including economic loss or loss of income;

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21) causing other non-material harm, including violation of personal rights, in particular good name of the whistleblower.

4.5.5. If the work or services were, are or will be provided under a legal relationship other than an employment relationship that is the basis for providing work or services, performing a role or serving, item 4.5.4 shall apply *mutatis mutandis* provided that the nature of the provided work or services, or the performed role or service does not exclude such an action being taken against the whistleblower.

4.5.6. If the work or services were, are or will be provided under a legal relationship other than an employment relationship that is the basis for providing work or services, performing a role or serving, the notification or public disclosure may not be the grounds for retaliation or an attempt at or threat of retaliation, including in particular:

- 1) termination of an agreement to which the whistleblower is a party, in particular an agreement for the sales or delivery of goods or provision of services, rescission of such an agreement or termination thereof without notice;
- 2) imposing an obligation or refusal to grant, restriction or removal of an entitlement.

4.5.7. A whistleblower who has suffered retaliation has the right to seek damages or compensation.

4.5.8. A person who has suffered damage due to a conscious notification or public disclosure of untrue information made by the whistleblower has the right to seek damages or compensation for violation of personal rights against the whistleblower who made such a notification or public disclosure.

4.5.9. Making a notification or a public disclosure may not constitute the basis for responsibility, including disciplinary liability or liability for a damage resulting from violation of the rights of other persons or obligations set forth in the provisions of law, in particular as regards defamation, violation of personal rights, copyright, protection of personal data or the confidentiality obligation, including business secrets, provided that the whistleblower had reasonable grounds to believe that the notification or public disclosure was necessary to expose a breach in accordance with the legal provisions.

4.5.10. A whistleblower who consciously reports untrue information or manipulates information shall not be subject to protection.

#### **4.6. Final provisions**

4.6.1. The procedure shall become effective 7 days after its communication to the people working at Verco.

4.6.2. The procedure is subject to consultation with the employee representatives.

4.6.3. The procedure is available on the website [www.verco.pl](http://www.verco.pl)

4.6.4. Information about the procedure is provided each time to natural persons and legal entities applying for employment, contract or an agreement with Verco.

#### **5. Appendices**


5.1. Record of notifications

5.2. Authorisation for processing of personal data and confidentiality obligation

#### **6. Related documents**

6.1. Directive (EU) 2019/1937 of the European Parliament and of the Council on the protection of persons who report breaches of Union law.

6.2. The Act of 14 June 2024 on the protection of whistleblowers.

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**7. Scope of revisions in the document**

Revision of issue no.	Description of revisions	First and last name of the revising person