

The rules of procedure for the reporting system describe the framework conditions and the specific procedure to be followed when a report of a potential compliance violation is received.

## Protection of reporting persons

The German Whistleblower Protection Act ("Hinweisgeberschutzgesetz") protects natural persons who have obtained information about violations and report or disclose them via the available reporting channels from reprisals by the employer.

## Reporting channels

**Internal reporting office:** Reports can be submitted both in text form and verbally via the internal reporting channel. At the request of the reporting person, a personal meeting with a responsible person from the internal reporting office can also be arranged. The following internal reporting channels are available:

- Report form by **e-mail** to: [compliance@arburg.com](mailto:compliance@arburg.com)
- By **telephone** at: +49 74 46 33-4235
- By **post** to: ARBURG GmbH + Co KG | Revision + Compliance,  
Arthur-Hehl-Strasse in 72290 Lossburg

The internal reporting office has the necessary powers to perform its duties, in particular to investigate reports and take follow-up actions. The persons authorised by the internal reporting office are independent in the performance of their duties. It is ensured that no conflicts of interest with their other tasks and responsibilities arise in the performance of their duties.

**External reporting office:** In addition to the internal reporting office, the reporting offices of the federal government (Federal Office of Justice) or the state can also be used. The external reporting offices can be consulted in particular if a report to the internal reporting office remains unanswered or if there is reasonable doubt that protection against reprisals is ensured if a report is submitted to the internal reporting office.

## Responsibility at ARBURG

At ARBURG GmbH + Co KG, the persons assigned to the "Auditing + Compliance" organisational unit are responsible for receiving and processing of reports via the internal reporting office.

## Confidentiality of the report

Confidentiality in the handling of the data provided is expressly assured. The identity of the person providing the information is only known to the persons responsible for receiving reports.

If it is necessary to process the report or to take follow-up actions, the identity of the reporting person may also be disclosed to other persons in exceptional cases. These persons will be specifically obliged to maintain confidentiality.

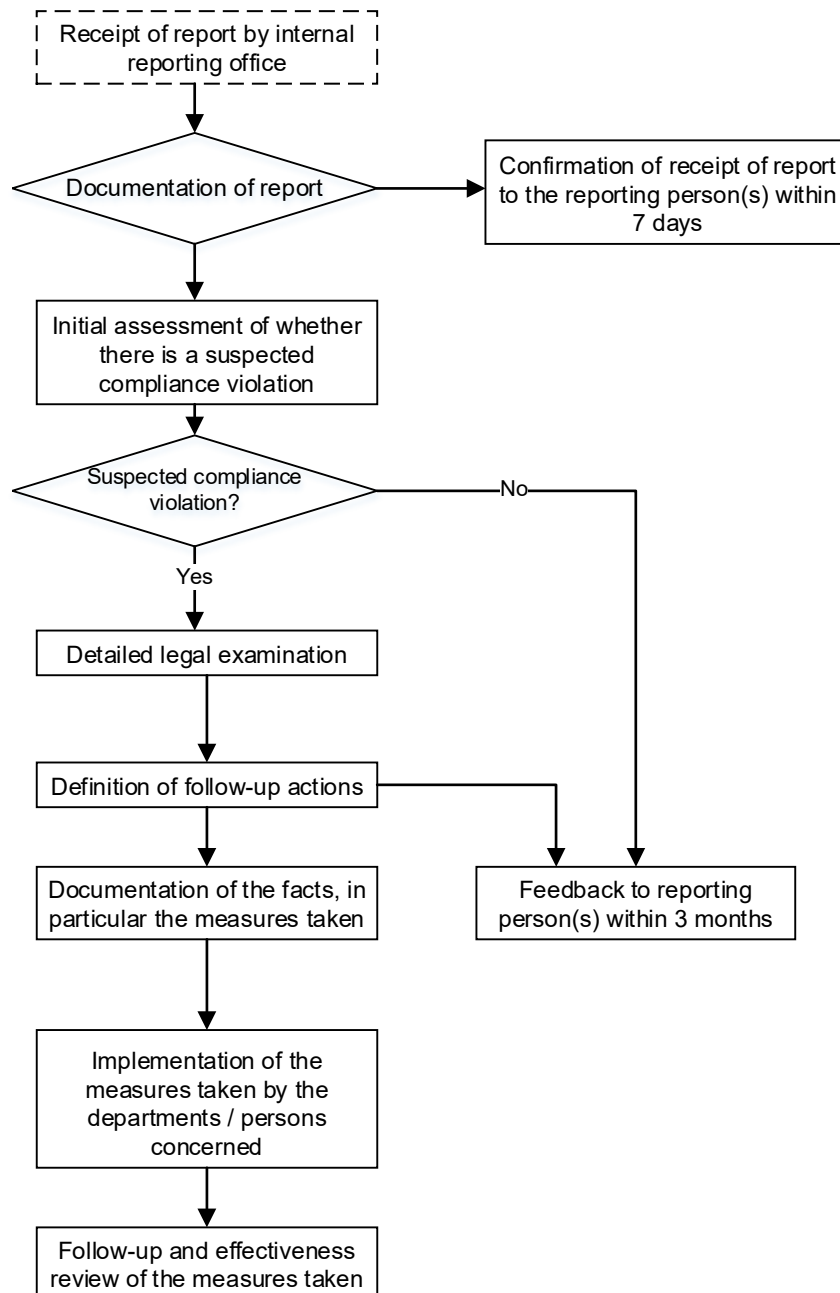
Exceptions to the confidentiality requirement may be made if incorrect information on violations is reported deliberately or negligently or if there are other reasons specified by law that make disclosure necessary.

## Documentation

The reports received are documented in compliance with confidentiality requirements. In case of reports made in a personal meeting, by telephone or by other means of voice transmission, a summary (content protocol) is drawn up.

The documentation will be deleted three years after completion of the procedure. It may be stored for longer if required by law.

## Procedure for internal reports



## Data protection

The processing of personal data by the reporting office is permitted insofar as this is necessary to perform the duties specified by law.

Further information on data protection can be found at <https://www.arburg.com/de/datenschutz/>.