

Dear employees,

We would like to inform you about an important innovation that has been introduced as part of the Whistleblower Protection Act (**HinSchG**). With immediate effect, Cornelius Matutis, lawyer, is available to you as our internal reporting office to whom you can submit confidential information. This reporting office serves to protect and the promotion of a transparent and honest working environment.

This internal reporting office offers you the opportunity to report information about possible violations of laws, internal guidelines or other grievances in the workplace confidentially and securely. You can do this anonymously or by revealing your identity, depending on which approach you prefer. The reporting office is subject to an attorney-client confidentiality obligation and thus guarantees the protection of your data and information.

To submit a report, you have several options to choose from:

- 1. Use the form on the website <https://anwaltliche-meldestelle.de>**
- 2. Contact by e-mail to hinweis@anwaltliche-meldestelle.de**
- 3. By telephone or by making an appointment in person:
0331/813284-73**

Further information on the Whistleblower Protection Act and the internal reporting office, as well as possible external reporting channels in addition to the internal reporting office and procedures for reporting to institutions, bodies, offices and agencies of the European Union can be found on the website of our internal reporting office: <https://anwaltliche-meldestelle.de>.

We would like to emphasize that the introduction of the internal reporting office is a further step towards creating a trusting working environment in which integrity and compliance take center stage. We are firmly convinced that the provision of this reporting office will help to uncover potential grievances and take prompt action.

Thank you for your support and commitment!

Yours sincerely

Your team from actcon GmbH