

## Compliance program

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# **Ethics hotline of TEMPERATIOR s.r.o.**

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### **- Preamble -**

TEMPERATIOR s.r.o. makes every effort to eliminate any conduct that may be considered illegal, unwanted or unethical.

Therefore, in order to fulfil the goal above, the Ethics Hotline has been established, as one of the interconnected documents of the Compliance Program of TEMPERATIOR s.r.o.

TEMPERATIOR s.r.o. cares about its reputation, values its business position and business relationships, and respects the rights of its business partners. TEMPERATIOR s.r.o. pursues professional, high-quality and ethical business and does not tolerate any violations of the law and good manners. TEMPERATIOR s.r.o. appreciates its employees and strives to create a good working environment that would encourage better performance while being completely free of any form of discrimination, bullying or unethical behaviour. Taking the above objectives into consideration, in relation to Act No. 418/2011 Coll., On the Criminal Liability of Legal Entities and Proceedings Against Them, as amended, it has established the Ethics Hotline, as a preventive and protective tool.

The Ethics Hotline of TEMPERATIOR s.r.o. runs at [WWW.TEMPERATIOR.CZ](http://WWW.TEMPERATIOR.CZ) website and it can be used to submit an anonymous report of a fact that the whistleblower considers illegal, undesirable and unethical. An overview of conducts considered illegal, undesirable and unethical has been drawn up as part of the TEMPERATIOR s.r.o. Compliance Program; it contains an overview of basic and most frequently committed undesirable conducts and serves as an initial identifier of undesirable conduct that can be reported through the Ethics Hotline and commissioned by an authorized employee of TEMPERATIOR s.r.o.

TEMPERATIOR s.r.o. declares its interest in all reports submitted either personally or through the Ethics Hotline, of any illegal (in violation of the law or directly fulfilling the characteristics of a criminal offence), unwanted or unethical conduct by any person. At the same time, TEMPERATIOR s.r.o. declares that it will be consistent in finding out all the necessary information about the given matter, always in such a way that ensures it can fully clarify and investigate the state of affairs, allowing it to be remedied.

### **- Rules for the use of the Ethics Hotline -**

Using the Ethics Hotline and submitting an anonymous report is an effective and voluntary way to safely draw attention to conduct that the whistleblower has assessed as illegal, undesirable or unethical.

The Ethics Hotline was established within the framework of TEMPERATIOR s.r.o. Compliance Program as a means of preventing the consequences that may arise for TEMPERATIOR s.r.o. under Act No. 418/2011 Coll., On the Criminal Liability of Legal Entities and Proceedings Against Them, as amended. Anyone, whether a TEMPERATIOR s.r.o. employee, business partner, customer or other party, may use the established Ethics Hotline to submit an addressed or anonymous report notifying of

conduct which the whistleblower considers illegal, undesirable or unethical, and which directly or indirectly affects TEMPERATIOR s.r.o. Or may even make TEMPERATIOR s.r.o liable. under Act No. 418/2011 Coll., On the Criminal Liability of Legal Entities and Proceedings Against Them, as amended. Considering the scope of the Ethics Hotline specified above, this overview of the basic rules for the use of the Ethics Hotline has been drawn up to make sure it is as effective as possible and used for the purpose for which it has been established.

This overview of rules serves as a guide for potential whistleblowers:

- how the report is to be made,
- what should / should not be included,
- how the data will be handled,
- how the whistleblower will be informed about the outcome of the investigation of their notification.

### **An overview of the basic rules for the use of the Ethics Hotline**

- **How the report is to be made:**

- 1) The report can be made through the TEMPERATIOR s.r.o. website at the bottom of the Compliance Program topic in the “Report Submission Form” section. The report can be submitted personally by filling in your name, email and telephone contact at the bottom of the form or in the brief description box of the report. The report can also be submitted anonymously, i.e., without stating the whistleblower’s personal information, but if the whistleblower is interested in obtaining information on the results of their report, they must provide at least a contact email address or telephone number.
- 2) The report can only be submitted via the Ethics Hotline when the box confirming the whistleblower’s consent to the rules for using the Ethics Hotline situated at the bottom of the form is ticked.

- **What should / should not be included:**

- 3) The report may later be supplemented or clarified or the same form can be used to inform that the report has been submitted in by mistake, preferably identifying the original report with the exact date of dispatch and preferably at least approximate time, including a description of the original report and justifying additions or withdrawals. At the same time, the report may be accompanied by evidence supporting the whistleblower’s claim or such evidence may be proposed.
- 4) The Ethics Hotline can be used to report suspected illegal, unwanted and unethical conduct of persons associated with TEMPERATIOR s.r.o. - management, superiors, subordinates, agents or persons acting on behalf of other entities that in some way enter into relations with TEMPERATIOR s.r.o. - business partners, competitors, persons acting on behalf of state bodies or authorities.
- 5) The Ethics Hotline is intended to report violations of legal or internal regulations in relation to TEMPERATIOR s.r.o. The Ethics Hotline should not be used to give instructions to employees, to report the absence of employees or equipment failures, to report emergencies or to claim defects in the products of TEMPERATIOR s.r.o.
- 6) The Ethics Hotline must not be misused for personal revenge or slander; such misuse of the Ethics Hotline may be sanctioned if intentional reporting of incorrect or false information is proved.



- **How the data will be handled:**

- 7) Each submitted report will be dealt with, assessed and evaluated separately. The content of such a report will always be sensitively investigated and made available exclusively to the person designated for the position of the Compliance Manager and the CEO of TEMPERATIOR s.r.o. Should the need arise, or should a conflict of interests occur, another impartial person from the management of TEMPERATIOR s.r.o. Shall be added to investigate the report in question, all of whom shall be bound by the obligation to keep the content and sensitive data of the report in question confidential.
- 8) In the event that the content of the submitted report contains facts and, eventually, evidence, based on which the persons responsible for investigating the submitted report may decide that it is highly probable that a criminal offence has been committed, the report and all documents and evidence associated therewith or collected subsequently shall be forwarded to the competent law enforcement authorities.
- 9) In the event that the whistleblower does not take advantage of the opportunity to submit the report anonymously and / or directly specifies the person who, in their opinion, committed an illegal, undesirable or unethical conduct, all personal data provided by the whistleblower in the submitted report will be stored and processed only for the purpose of investigation and evaluation, whether there has been any illegal, undesirable or unethical conduct as stated in the report.
- 10) By checking the box showing their consent to the rules for the use of the Ethics Hotline, the whistleblower then gives their consent to the processing and storage of all data and personal data contained in the submitted report to TEMPERATIOR s.r.o. for a period of 10 years. The data will be retained by TEMPERATIOR s.r.o. for the purpose of continuously evaluating the effectiveness of the current Compliance Program and for eventual demonstration that each report has been properly investigated and evaluated.
- 11) All data and personal information contained in the report submitted through the TEMPERATIOR s.r.o. Ethics Hotline are protected and secured against misuse, stored and archived in accordance with personal data protection legislation.
- 12) TEMPERATIOR s.r.o. hereby declares that any whistleblower who uses the Ethics Hotline to report conduct that they consider to be illegal, undesirable or unethical and provides true and concise information will not be penalized for such conduct in any way.

- **How shall the whistleblower and the person inspected be informed about the commencement of investigation of the report and its outcome:**

- 13) The whistleblower is entitled to request and receive information on the initiation of an investigation of their report and the result of the investigation, not only if they submit their report with the indication of their personal information, but also if they do so anonymously. To this end, the form includes an "I want to be informed about the results of the report" box, which can be used to fill in an anonymous email address or telephone number as a contact place for the Compliance Manager to provide information on the state of report investigation.
- 14) Any person who is investigated by TEMPERATIOR s.r.o. as the person against whom the submitted Ethics Hotline report is directed shall be notified of such submission within a reasonable time of the report receipt but without any identification of the person who has submitted the report whatsoever. The investigated person shall be notified by means of a personal meeting with the Compliance Manager and the CEO prior to the final resolution of the report, in order to comply with the principle of giving them the possibility to defend themselves and to explain the given conduct from the investigated person's point of view.

## **An overview of actions considered illegal, undesirable and unethical**

This document provides an overview of the basic and most common types of conduct and actions that are considered illegal, undesirable and unethical, and TEMPERATOR s.r.o. hereby encourages its employees or other persons who might encounter any of the following conduct in any relationship with TEMPERATOR s.r.o. to the senior management, Compliance Manager or statutory body of TEMPERATOR s.r.o. by any means possible. In order to exclude the possibility that such reports are not submitted due to concerns about the whistleblower's personal, work, financial or other status, an Ethics Hotline has been created that allows reports to be communicated without identifying the whistleblower, i.e., the reports can be submitted completely anonymously.

The following, in particular, but not exclusively, may be considered illegal or undesirable or unethical:

- Violation of any valid legal regulations of the Czech Republic, regulations of international law or regulations of the European Union.
- Violation of the principles and rules enshrined in the TEMPERATOR s.r.o. Code of Ethics.
- Violation of another internal regulation of TEMPERATOR s.r.o.
- Conduct establishing or promoting corruption in any form (bribery - acceptance, promises, solicitation of bribes, conspiracies in insolvency proceedings or public tenders, favouring a bidder, etc.)
- Fraudulent, incorrect and improper keeping of accounting records and statements, financial statements, distorting and influencing the audit.
- Breach of obligations imposed on TEMPERATOR s.r.o. under customs or tax regulations,
- Embezzlement and theft of company property.
- Non-compliance with regulations and ordinances in the field of occupational safety, fire protection and environmental protection.
- Settlement of personal accounts, bullying or discrimination between employees or business partners.
- Providing false information to government agencies, company management and business partners.
- Falsification of contracts, statements or confirmations.
- Prioritizing personal interests over the interests of TEMPERATOR s.r.o. in the event of a conflict of interest.

Any other conduct that cannot be classified as one of the above but is nevertheless perceived by the whistleblower as illegal, undesirable or unethical shall be described and explained by the whistleblower in the report.

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