



GUIDELINES FOR THE SUBMISSION OF THE APPLICATION

§ 1.

Communication channels

The provided Communication Channels are aimed at enabling own employees, subcontractors and all entities cooperating with Mostostal Pomorze S.A. to disclose irregularities, any illegal, dishonest or prohibited activities concerning the broadly understood functioning of Mostostal Pomorze S.A.

§ 2.

Mostostal Pomorze S.A. ensures reporting persons and interested third parties for protection against possible retaliatory actions and harmful behaviour.

§ 3.

Providing protection means taking reasonable measures to prevent harm or harm to the reporting person and the third parties concerned, and to avoid a breach of the confidentiality of their identity.

§ 4.

The content of the application should contain at least:

- the date of filing the notification,
- a clear and as detailed presentation as possible of the facts (acts) that are the subject of the report,
- indication of the identity of the potential perpetrator(s) of the acts, as well as the identity of other persons likely to be involved in their commission and persons who may have knowledge of them,
- the name and contact details of the person making the report, unless they wish to remain anonymous. It is recommended that in order to facilitate the conduct indicate in the notification the identity of the person submitting it and the preferred secure means of communication for contact purposes; All such information, for the sake of confidentiality, is subject to active protection described in § 1, § 2 and § 3
- the moment of committing the breach and an indication whether the regulations in force in the Company are still being violated on the date of filing the notification,
- any other information or documents that the reporting person may provide that may facilitate the examination of the case.

§ 5.

The Management Board of Mostostal Pomorze S.A. appoints a Commission **within three working days** from the date of receipt of the notification, whose task is to examine the circumstances indicated in the notification. The Commission consists of 3 members, which consists of employees of Mostostal Pomorze delegated by the Management Board and a person from the Legal Department

After analysing the information gathered and taking as much evidence as possible, the Commission takes a decision.

PREZES ZARZĄDU

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