

Rules of procedure

规则

In accordance with the requirements of the Whistleblower Directive 2019/1937 (WBRL), we offer the possibility to report violations of applicable law and internal regulations that have arisen from the economic activities of Muhr und Bender KG and its direct and indirect subsidiaries ("**Mubea-Group**") through a web-based reporting system to be found here:

根据《举报人保护指令 2019/1937》的要求，我们可以通过以下网站的申诉系统就 Muhr und Bender KG 及其直接和间接子公司（简称“慕贝尔集团”）在经济活动中违反适用法律和内部规定的行为进行举报：

<https://mubea.integrityline.com/frontpage>

The procedure for submitting a report and its processing as part of the web-based reporting system is explained in the following. These rules of procedure apply to all entities in the Mubea-Group with the exception of subsidiaries based in the Czech Republic, for which separate regulations apply (cf. <https://www.mubea.com/en/grievance-system-czech>).

填报举报信息的程序及其处理的解释如下。本议事规则适用于慕贝尔集团的所有实体，但设在捷克共和国的子公司除外，这些子公司适用其他单独规定（参见 <https://www.mubea.com/en/grievance-system-czech>）。

Submitting a report is possible anytime and free of charge. In addition to submitting a report by means of a web-based questionnaire, you can also submit a report by audio message. For this purpose, you can use a sound clip application, where you can record a message. In order to ensure your anonymity, your voice is distorted accordingly in the audio file created. All information provided to us can be submitted anonymously if you wish and if so selected in the submission process.

您可以随时提交举报信息。除了通过网站调查问卷提交举报信息外，您还可以通过音频信息进行举报。为此，您可以使用声音剪辑应用程序，并录制信息。为了确保匿名进行举报，您的声音会在创建的音频文件中相应地失真。如果您愿意，可以在提交过程中选择匿名提交，将所有信息匿名提供给我们。

In order to be able to process possible reports appropriately, we would like to ask you to create and use a secure and protected mailbox within the web-based grievance-system. Through this protected mailbox you enable the compliance officer, appointed by Mubea-Group to process the report, to discuss the matter with you if necessary. For this purpose, you will receive a case ID after submitting the report and you can log in to your protected mailbox with a password created

by yourself. To process the report effectively, we depend on your assistance and would like to ask you to regularly check the contents of the mailbox.

为了能够适当地处理可能的举报信息，请您在申诉系统中创建和使用一个安全且受保护的邮箱。通过这个受保护的邮箱，您可以让慕贝尔集团任命的合规官处理举报信息，并在必要时与您讨论此事。为此，您将在提交举报信息后收到一个案例编号，您可以使用自己创建的密码登录受保护的邮箱。为了有效地处理举报信息，我们需要您的帮助，并希望您定期检查邮箱的内容。

The respective compliance officer is obliged to maintain confidentiality.
相应的合规官有义务进行保密。

Below you can find further information on how your report is processed:

您可以在下述找到有关如何处理举报的进一步信息：

What happens after your report has been received?

我们收到您的举报信息后会发生什么？

After you have submitted a report, you will receive an acknowledgement of receipt immediately, but no later than seven days after you have submitted the report.

提交举报信息后，您将立即收到确认信息，但不迟于您提交举报信息后七天。

Who processes the report?

谁处理举报信息？

The report is assessed and processed by the compliance officer, who has been appointed by the Mubea-Group for this purpose.

该举报信息由慕贝尔集团为此目的任命的合规官进行评估和处理。

What procedural steps will follow?

接下来将采取哪些流程步骤？

After receipt of a report, it is first checked for plausibility by the compliance officer. In particular, the compliance officer will check whether the incident reported might be considered as a violation

of applicable law or internal regulations. If this is not the case, you will receive a corresponding notification. Abusive reports will, however, not be investigated.

收到举报信息后，合规官首先检查举报信息的合理性。特别是，合规官将检查所举报的事件是否可能被视为违反适用法律或内部规定。如果不是这种情况，您将收到相应的通知。但是，一经发现滥用举报的情形将不予调查。

If the reported incident is considered to be a violation of applicable law or internal regulations and there are any open questions regarding the facts of the incident, the compliance officer will communicate with you via the protected mailbox regarding the facts. Therefore, it is of particular importance that you remember the case ID and your personal password for the protected mailbox.

如果所举报的事件被认为违反了适用法律或内部规定，并且对事件事实存在任何悬而未决的问题，合规官将通过受到保护的邮箱与您就事实进行沟通。因此，记住受到保护邮箱的案例编号和个人密码尤为重要。

At the latest upon clarification of the fact, the compliance officer shall make a proposal to the entity in order to remedy the violation. The entity decides what measures are to be taken to solve the reported incident or to prevent any violations.

最迟在澄清事实后，合规官应向该实体提出建议，以纠正违规行为。该实体决定采取哪些措施来解决所举报的事件或防止违规行为的发生。

The compliance officer will inform you of the results of the assessment within 3 months (or within 30 days if required by law) upon the submission. In factually or legally complex cases, this period may be extended in accordance with the applicable legal provisions. In such cases, you will be informed of the extension and the reasons for it.

合规官将在提交评估后 3 个月内（如果法律要求，则在 30 天内）通知您评估结果。在复杂事实或法律案例中，该期限根据适用的法律规定延长。在这种情况下，您将被告知是否延期及其原因。

Confidentiality and data protection

保密和数据保护

All information, documents and files provided to us in the report will be treated confidential and in compliance with the relevant data protection laws and other legal provisions. Without your express written consent, your identity will not be disclosed to any person other than to the compliance officer. This also applies to all other information from which your identity can be directly or indirectly deduced.

举报信息中提供给我们所有信息、文书和文件都将被保密，并遵守相关的数据保护法律和其他法律规定。未经您的书面明示同意，您的身份不会透露给合规官以外的任何人。这也适用于可以直接或间接推断出您身份的所有其他信息。

In the case of a verbal report, the conversation will be recorded in a permanently retrievable manner or, subject to your consent, recorded. If no consent has been given, the voice recording will be documented at least in its wording. The same applies to verbal reports given in a personal conversation.

在口头举报的情况下，对话将以永久可检索的方式记录，或者在您同意的情况下记录下来。如果未得到同意，录音将至少以其措辞记录。这同样适用于个人谈话中的口头举报。

Investigations

调查

Investigations conducted on the basis of reports are carried out objectively and impartially. The presumption of innocence applies to the accused persons. All investigative measures must be suitable, necessary and appropriate. An investigation will only be initiated after careful examination of the report and is based on whether there are concrete indications of a violation of the law or internal regulations.

根据举报信息进行的调查是客观和公正的。任何被举报人都应推定为无所被举报的违规行为。所有调查措施都必须是适宜、必要和适当的。只有在仔细审查举报信息后，才会根据是否有违反法律或内部规定的具体迹象进行调查。

Protection against discrimination

防止歧视

Any form of retaliation, threat or attempt of retaliation is prohibited. All reporting persons are protected from retaliation and punishment by the respective entity of the Mubea-Group. Punishment comprises direct reactions to a report (e.g. warning or dismissal), while retaliation comprises consequences that have a causal link to the report (e.g. discrimination or denial of promotion).

禁止任何形式的报复、威胁或企图报复。所有举报人均受到保护，不受慕贝尔集团各实体的报复和惩罚。惩罚包括对举报的直接举动（例如警告或解雇），而报复包括与举报有因果关系的后果（例如歧视或拒绝晋升）。

Employees who knowingly or negligently submit false reports may be subject to consequences under labor law and, if applicable, claims for damages. Furthermore, there is no protection against prosecution by the state. Disclosure by the reporting person of the subject matter of the report to

third parties or disclosure of the reporting person's identity without the consent of the Mubea-Group is not permitted. This would lead to a loss of protection against retaliation or punishment.

在一些情形下，提交虚假的举报信息的员工可能会承担法律规定的后果，并被要求承担损害赔偿。此外，也无被国家公权力追诉的豁免保护。未经慕贝尔集团同意，举报人不得向第三方披露举报内容或披露举报人的身份，因为这将导致我们无法保护举报人员免受报复或惩罚。