

# Rules of Procedure

## for notices relating to the LkSG



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## **Foreword**

As an internationally active group of companies with almost 300 years of history and tradition as well as a corporate culture that is based on values of consistency, longevity and commitment and always puts people first, we are aware of our corporate and social responsibility. Conscientious, environmentally conscious and socially responsible business practices are therefore just as much a matter of course for us as our aspiration to contribute to leaving an intact and liveable environment for future generations.

We have set up this information system to receive information in accordance with the German Supply Chain Due Diligence Act (LkSG).

This ensures that incoming information is used for a fair and transparent investigation of the reported behavior.

These Rules of Procedure set out how this is done.

## **Costs**

The MöllerGroup GmbH shall bear the costs arising from the notification.

## **Notices**

We accept all information that points to grievances caused by MöllerGroup GmbH or its affiliated companies, their employees or direct or indirect suppliers.

## **Reporting Channels**

Possible Reporting Channels are:

- appropriate form at <https://www.moellergroup.com/en/group/lksg>
- via E-Mail to: <mailto:lksg@moellergroup.com>
- by letter to: MöllerGroup GmbH, Kupferhammer, 33649 Bielefeld.

## **Protection of the informant**

We take the requirements for the protection of informants seriously and ensure that they do not have to fear any disadvantageous measures due to or following a justified report. A justified report exists if the informant had reasonable grounds to believe that the information provided is true.

If it is possible to draw conclusions about the identity of the informant from the information provided, this information will only be made available to those persons who are entrusted with processing the report and only to the extent necessary.

## **Responsibilities**

Incoming information is processed by the person(s) responsible for monitoring risk management within the meaning of Section 4 (3) sentence 1 LkSG. The requirements for the person(s) pursuant to Section 8 (3) LkSG are complied with. If necessary, other person(s) required to process the notification will be consulted.

## **Required information**

In order to be able to process a report appropriately, the facts of the case should be described as precisely as possible. This includes - as far as known - specific events, legal interests at risk, dates and persons involved.

## **Processing**

All reports are checked and processed as carefully as possible.

First of all, receipt of the notification will be confirmed within seven days. This only applies if a communication address is provided with the notification. Confirmation will be sent by the same method as the notification was received.

The facts of the case will then be clarified as carefully as possible. If it is determined that the report is justified, corrective and/or preventive measures will be initiated.

If the report is unfounded, the proceedings will be discontinued.

## **Further information on external reporting offices and procedures**

Further information on external reporting procedures and relevant reporting procedures of institutions, bodies, offices and agencies of the European Union, the

Federal Government and the Federal States can be found on the BfJ website (<https://www.bundesjustizamt.de>).

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