



Whistleblower Policy

Annex 1

one step ahead in **INTELLIGENT** production systems

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Rules of Procedure for the FFT Whistleblowing System

Our whistleblower program is designed to allow people to report actual or potential compliance issues and violations of obligations in our supply chain. These can be reports on typical compliance issues such as corruption and antitrust, as well as violations of human rights and applicable environmental standards, both in our own operations and those of our business partners. These rules of procedure describe the topics that can be reported, how they can be submitted, and what happens after a report has been submitted.

If you have any questions about the process, please refer to the section "Responsibility for the whistleblower system" and feel free to contact us.

Scope of application

The FFT whistleblower system can be used to report all issues in the area of compliance as well as in the area of human and environmental rights violations.

Specific examples of violations of human rights and environmental standards:

Violations of human rights:

- Child labour
- Forced labour and slavery
- Discrimination and unequal treatment
- Disregard for freedom of association
- Withholding a reasonable wage
- Working conditions hazardous to health
- Unlawful forced evictions or the unlawful removal of land
- Unlawful use of private or public security forces
- Pollution of water, soil and air which may contribute to the violation of human rights

Violations of the environment:

- Use of mercury (according to Minamata Convention)
- Use of persistent organic pollutants (according to Stockholm Convention)
- Non-environmental sound storage, handling, import and export of hazardous waste (according to Basel Convention)

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Reporting of notices and complaints

FFT has established the following whistleblowing offices to submit notices and complaints:

- ✓ External whistleblowing office (ombudsperson)
The external whistleblowing office has been set up at the law firm Cornea & Franz in Fulda. Whistleblowers can contact this ombudsperson's office at the e-mail address ombudsstelle-fft@cornea-franz.de or at the telephone number +49 661-901644-0. The contact person for whistleblowers is Dr. Stephan Wübbelsmann, lawyer (deputy: Christian Semmler, lawyer). If requested by the whistleblower, the external whistleblowing office will anonymise the incoming report.

- ✓ Internal whistleblowing office
The internal whistleblowing office has been set up in the Legal & Compliance Department. Whistleblowers can contact this office at the e-mail address whistleblower@fft.de or at the internal telephone numbers of the employees named below. The contact person for whistleblowers is the Head of the Legal & Compliance Department (Tel +49 661 2926- 292) and the deputy: (Tel +49 661 2926- 2921). Only the aforementioned persons or their successors in function have access to the e-mail inbox of the aforementioned e-mail address.

Notices can be submitted to the e-mail addresses provided around the clock, while telephone contact is only possible during normal business hours.

Upon request, whistleblowers can remain completely anonymous. Even if whistleblowers disclose their identity, confidentiality and the protection of personal data are guaranteed in all cases.

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Procedure

The processing of all tips received follows a structured process, which is described in general terms below.

1. Receipt of a message
Upon receipt of a notice, whistleblowers will receive an acknowledgement of receipt, normally within seven days of receipt of the notice.
2. Verification of the message
Subsequently, the content of the notice is checked. At this stage, questions may arise, which will be clarified in dialogue with the reporting person. Depending on the content and the risk category identified, the next course of action is determined taking into account the internal reporting process. If the complaint is rejected, the person making the complaint shall be given a statement of reasons.
3. Clarification of the matter
If the procedure continues, the issue will be discussed and examined with the whistleblower.
4. Working out a solution
Together with the whistleblower, a proposal for a solution is worked out. If relevant, agreements are made to make amendments.
5. Corrective measures
Corrective action may be required to resolve reported issues. When corrective actions have been agreed upon, they will be implemented and monitored.
6. Review and closure
The result of the procedure is evaluated with the involvement of the whistleblower. The whistleblower's satisfaction with the course and outcome of the procedure is given special consideration.

Die Dauer des Verfahrens hängt stark vom jeweiligen Sachverhalt ab und kann sich von wenigen Tagen und Wochen bis hin zu einigen Monaten erstrecken. Grundsätzlich bemühen wir uns, das Verfahren möglichst effizient zu einer zufriedenstellenden Lösung zu führen. Zudem bemühen wir uns stets, die hinweisgebende Person zu ergriffenen Maßnahmen und dem weiteren Verlauf auf dem Laufenden zu halten.

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Settlement of disputes

In some cases, it may be advisable to engage a neutral and mediating third party. In doing so, we want to contribute to finding a satisfactory solution which can be supported by all parties. If, during the proceedings, it becomes apparent that an amicable dispute resolution might make sense, we will endeavour to involve such a neutral party.

Responsibility for the whistleblower system

Centrally responsible for our whistleblower system and the related complaint process and primary contact person(s) for questions or comments:

FFT Produktionssysteme GmbH & Co. KG
Department Legal & Compliance

Phone: +49 661 2926 292 or +49 661 2926 2921
E-mail: stefan.doellinger@fft.de or susanne.ziegler@fft.de

Protection from disadvantage or punishment

We ensure that whistleblowers do not suffer any disadvantages or sanctions as a result of their report. Retaliation for complaints or tips will not be tolerated. If the whistleblower is employed by our company, this includes protection against dismissal, demotion, suspension, threats, harassment or any other form of discrimination with respect to an employee's working or employment conditions.

For example, if the whistleblower is employed by a supplier, we will work with the supplier to ensure that the individual enjoys a comparable level of protection. To ensure that the whistleblower is not disadvantaged, penalized or subjected to similar retaliation, we make every effort to remain in contact with the whistleblower after the process has been completed.

IMPRINT



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