

# SPEAKUP

@Puratos

Puratos encourages a **fair and open work culture** where discussions about our values, ethics and code of conduct rules can take place.



## Why is Speaking Up important?

Puratos is committed to conducting business on a daily basis with **fairness, integrity** and **respect** for the law and our values. In spite of this commitment, you may one day observe conduct that seems to violate the law, our Business Ethics and Code of Conduct or our company policies. If you observe or suspect such misconduct, you are **encouraged to Speak Up**. By doing so, you give our company the opportunity to deal with the issue. **Remaining silent** about possible misconduct **may worsen a situation** and decrease Trust.

Puratos truly values the help of employees or third parties who identify and Speak Up about concerns about suspected misconduct. Speaking Up is **encouraged and even expected** as it is essential for us to safeguard our reputation, interests and ability to remain successful.

## When to Speak Up?

We encourage you to Speak Up **as soon as possible**, ideally before situations get out of hand or damage is done. If you know about or suspect misconduct, Speak Up with the facts you have. We do not expect you to have all the answers and you are certainly not expected to prove that your concern is well founded. Let our Company look into the matter to determine if there is a reason for concern.

We **guarantee** that **no disciplinary measures** or other steps **will be taken against any employee or third party** who reports a genuine concern which later turns out to be mistaken.

## How to Speak Up?

We strongly encourage you to raise concerns **internally** through one of the available channels. Taking a concern to an outside party (e.g. the media) can have serious implications for our Company, for the persons involved and possibly also for yourself. By Speaking Up internally, you **give us the chance to look into the matter** and take action if needed. In this way we can truly improve our Company together.

Our Speak Up policy allows you to raise concerns about suspected misconduct through a **variety of channels**. This policy does not replace the regular reporting lines or complaints procedures. Should you suspect any misconduct, you are encouraged to address this **directly with the person involved**. If this would not be appropriate, you can raise questions and concerns through the **Speak Up channels** as explained in this folder.

## Ethics Portal

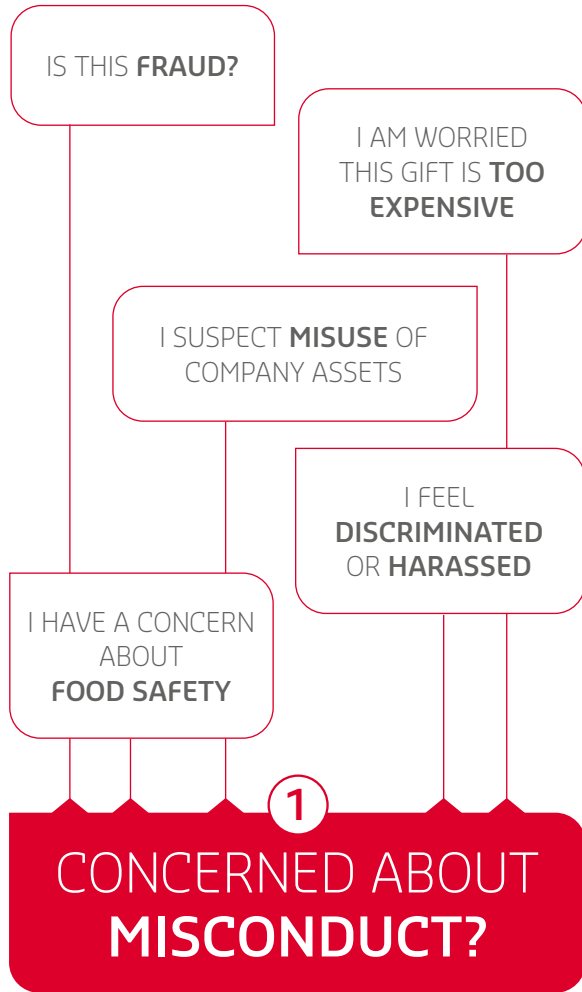
In accordance with evolving European legislation, more strict BRC quality audit requirements and explicit customer requests, Puratos has decided to enlarge its reporting options by opening an external Ethics Portal. In case you suspect misconduct and genuinely believe that the matter cannot be dealt with through the available internal channels, you can use the **external Ethics Portal**. This gives you the opportunity to raise concerns **confidentially** and in **your own language**. The Ethics Portal is run by an **independent third party** and is **available 24/7, 365 days a year**. You can share your concerns anonymously (where allowed by the laws of your country). We do however encourage you to reveal your identity as it is more difficult, and in some circumstances even impossible, for us to investigate reports that are made anonymously.

## Do not...

...use the Speak Up channels:

- To report events presenting an **immediate threat to life or property**. If you need emergency assistance, please contact your local authorities or call your country emergency phone number.
- For any **grievances** you may have in relation to your terms of employment.
- To settle **personal disputes**.
- To make **accusations** which you know are false. Doing so may lead to disciplinary measures.

# SPEAKUP CHANNELS



We understand it is **not always easy** to raise concerns about possible misconduct but we do **encourage you to come forward** with any concerns and Speak Up! **Any concern** will be dealt with **appropriately** and **confidentially**.

