

Complaints procedure regulation in accordance with Section 8 of The German Supply Chain Due Diligence Act (LkSG)

1. To whom this regulation applies

- (1) This procedure regulation applies to all persons who work for HANZA BMK Group GmbH, HANZA BMK professional electronics GmbH, HANZA BMK electronic services GmbH, or BMK electronic solutions GmbH (employees).
- (2) This procedure regulation also applies to external third parties who are not employees of any of the companies mentioned above (external whistleblowers).

2. Objectives of this procedure regulation

- (1) The HANZA BMK Group stands for honest, ethical and law-abiding behaviour and accepts its responsibility to respect human rights and environmental protection in all its business activities. It also expects the same from its suppliers.
- (2) In addition to the other due diligence obligations that the HANZA BMK Group implements as part of the LkSG, it has set up a complaints procedure both for its own employees and for external whistleblowers. This complaints procedure can be used to submit information on violations of human rights and environmental risks.

3. What are human rights and environmental risks

- (1) The complaints procedure enables individuals to report human rights and environmental risks and violations of human rights or environmental obligations that have arisen as a result of the business activities of the HANZA BMK Group in its own business area or in the supply chain.

4. To whom are complaints or information reported?

- (1) If you have concerns about violations of human rights or environmental obligations caused by the business activities of the HANZA BMK Group in its own business area or in its supply chain, the reporting centre is at your disposal:

Human Rights Officers, HANZA BMK Group GmbH, Werner-von-Siemens-Straße 6, 86159 Augsburg,
supplychain-risk@bmk-group.de

- (2) The reporting centre is operated by a defined body of employees (human rights officers). They are impartial, independent and not bound by instructions.
- (3) Your report will be treated confidentially in any case.

5. Reporting procedure

- (1) The reporting centre shall confirm receipt of a report to the whistleblower and check whether the reported violation falls within the material scope of application as defined in Section 3 of this procedure regulation. If the reported facts constitute a human rights or environmental risk or a violation of human rights or environmental obligations, the Reporting Centre shall contact the whistleblower, check the validity of the report received and discuss the facts of the report with the whistleblower.
- (2) After confirming receipt of the report, the reporting centre shall provide feedback to the whistleblower if it is a report that is to be followed up under the LkSG. If a violation of human rights and/or environmental obligations is identified in the course of the factual investigation, the feedback shall include notification of planned and already implemented remedial measures.
- (3) Furthermore, the reporting centre shall follow up on the implementation of the remedial measures.

6. Confidentiality, protection and support for whistleblowers

- (1) The reporting centre shall maintain the confidentiality of the identity of
 - the reporting person, both during and after the conclusion of the complaints procedure
 - the persons who are the subject of a report, and
 - the other persons named in the report.

The identity of the aforementioned persons may only be disclosed to the persons responsible for receiving reports or for taking follow-up measures, as well as to the persons assisting them in the fulfilment of these tasks.

- (2) HANZA BMK actively promotes openness both in the interests of the company and in the interests of all honestly behaving whistleblowers and supports whistleblowers who report genuine concerns in good faith in accordance with this procedure regulation. The whistleblowers need not fear any disadvantages on the part of the HANZA BMK Group.

Augsburg, December 13th, 2023

The Management

of HANZA BMK Group GmbH, acting on behalf of itself and of HANZA BMK Professional Electronics GmbH, HANZA BMK Electronic Services GmbH and BMK Electronic Solutions GmbH