

What is whistleblowing and why is it important?

At Tana, we want to conduct business correctly, transparently and responsibly. Our whistleblowing reporting service offers the opportunity to inform Tana of suspected misconduct in confidence. It is of the utmost importance that everyone immediately reports any activity that violates our ethical guidelines or other misconduct that they observe or suspect.

When do I report?

If you notice or suspect any violation of our Code of Conduct or any other misconduct, please report it immediately. Matters to be reported include crimes, ambiguities and negligence in work-related contexts, as well as other actions against EU or national legislation. These may include:

- ✓ **Corruption and financial irregularities;** for example, bribes, unfair competition, money laundering, fraud, conflict of interest
- ✓ **Health and safety violations;** for example, workplace health and safety, product safety, serious discrimination and harassment that are against the law
- ✓ **Environmental violations;** for example, illegal treatment of hazardous waste
- ✓ **Privacy violations;** for example, improper use of personal data

Whistleblowing can be done openly or anonymously.

Anyone who expresses his or her suspicions does not need to have firm evidence for expressing a suspicion. However, deliberate reporting of false or malicious information is forbidden.

We encourage our employees to contact their supervisor, Human Resources or H&S Officer with workplace-related problems or complaints. If you feel that you cannot share your information openly, you can also report your concerns anonymously by filing a whistleblowing report.

How do I report?

Report through Tana's Whistleblowing channel at: <https://report.whistleb.com/en/tana>

The Whistleblowing channel is managed by WhistleB, which is an impartial service provider and thus ensures the anonymous processing of reports. Tana and WhistleB are not able to identify the source of the report unless you provide your contact information. To ensure the anonymity of the person sending a message, WhistleB deletes all meta data, including IP addresses.

Report processing

The Whistleblowing Team

All reports will be treated confidentially in accordance with Tana's standard processing procedures by persons assigned to the task (Tana Whistleblowing Team). If necessary, other experts may be involved in the investigation to ensure proper processing.

Only case handlers have access to reports on our Whistleblowing channel. Each case handler is bound by an obligation of confidentiality, which guarantees the confidentiality of the processing.

Receiving a report

The whistleblower will receive an acknowledgment of receipt of the report within 7 days.

All reports are taken seriously. Upon receipt of the report, the Tana Whistleblowing team will decide whether to accept or reject it. If the report is accepted, appropriate measures will be taken for the investigation.

Whistleblowing team may not investigate the reported misconduct if:

- ✓ the alleged conduct is not reportable conduct under these Whistleblowing guidelines
- ✓ the message has not been made in good faith or is malicious
- ✓ there is insufficient information to allow for further investigation
- ✓ the subject of the message has already been solved

Report investigation

All messages are treated seriously and in accordance with these Whistleblowing guidelines. The case handlers will determine the appropriate method of research.

- ✓ All reports are handled confidentially by the parties involved.
- ✓ A message will not be investigated by anyone who may be involved with or connected to the wrongdoing.
- ✓ No one from the whistleblowing team, or anyone taking part in the investigation process, will attempt to identify the whistleblower unless he or she wishes to share his or her contact details.
- ✓ The whistleblowing team can, when needed, submit follow-up questions via the channel for anonymous communication.
- ✓ Corporate or external expertise may be included in the investigation upon consent from whistleblower.

During the investigation, we strive to keep the whistleblower up to date by communicating through the Whistleblowing channel. The investigation is carried out as soon as possible, taking into account the circumstances, and the whistleblower will receive an answer no later than three months after the submission of the report.

Protection and privacy

Reports submitted with name

The name of the whistleblower will not be known to anyone other than the case handlers.

For reasons of expediency, the whistleblower referred to here is informed of the results of the investigation of the allegations, while respecting the privacy of the people against whom the allegations have been made and other issues of confidentiality.

When accused of a criminal offence, the whistleblower is informed that his or her identity may have to be revealed in connection with the preliminary investigation and court proceedings carried out by the authorities.

Anyone who expresses his or her suspicions in good faith and participates in the investigation of possible violations of the Code of Conduct will not suffer adverse consequences. However, misuse of the Whistleblowing channel, i.e. deliberate misrepresentation, is a serious offence that can lead to further action.