



ETEX SPEAKUP POLICY
December 2021

“The Etex Way, our code of business conduct aims to be as broad as possible and to fully reflect Etex’s commitment to integrity. It applies to everyone working at Etex, regardless of position or responsibilities. Each and every one of you should fully commit to the recommendations contained in this document to ensure that Etex conducts its business in line with the highest standards.”

Bernard Delvaux, Chief Executive Officer

Legal Department

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1 Background

- 1.1. Due to its broad geographic coverage, Etex's activities are subject to many national and international laws and regulations. Etex and everyone working for Etex are expected to always behave safely, ethically, and in compliance with applicable laws and regulations in all countries in which Etex operates.
- 1.2. It is everyone's responsibility to be familiar with the obligations impacting their tasks and to strictly comply with them. In addition, Etex expects all business partners to apply standards that are at least equivalent to ours.
- 1.3. In this context, Etex's Code of Conduct (the "**Etex Way**"), sets out the minimum standards expected from everyone working for or with Etex.

2 Scope & purpose

- 2.1. All employees (full-time, part-time and temporary), members of the Boards of Directors (or equivalent) and managers of Etex ("**Etex Leaders and Employees**") are encouraged to raise any questions or doubts related to compliance with the Etex Way, internal policies and/or the law.
- 2.2. Etex SpeakUp Policy (the "**Policy**") supplements the Etex Way insofar as it describes how reports of suspected violations of the Etex Way, Etex's internal policies and procedures, or the law are to be raised, and offers an additional internal reporting channel (the "**SpeakUp Line**").
- 2.3. The SpeakUp Line is specifically dedicated to the handling of reports in a situation where you do not feel comfortable in using other reporting lines, or where you have used another channel but still have concerns.
- 2.4. This Policy is designed to enable Etex Leaders and Employees to raise Good Faith concerns which relate to suspected misconduct or dangers at work and to ensure that Good Faith reports of suspected, potential or actual, current or past irregularities within Etex can be addressed appropriately in order to protect Etex and its subsidiaries, as well as Etex Leaders and Employees.
- 2.5. This Policy applies to all Etex Leaders and Employees worldwide. Wherever local laws, regulations, policies, or standards are stricter than the requirements set out in this Policy, the stricter will prevail. Where variations to the Policy requirements are needed due to the local legislation, regulation or operational environment, an exception to the Policy must be sought from Antitrust & Compliance Officer.

3 Suspicion of misconduct

- 3.1. Etex Leaders and Employees with knowledge of suspected misconduct are required to report such suspicions. You are responsible for raising concerns and reporting in Good Faith any possible behaviors that you reasonably believe are unethical or may violate the Etex Way, Etex's internal policies and procedures, or the law, without fear of retaliation or vengeance.
- 3.2. You are invited to do so through normal reporting procedure following the guidance provided in the Etex Way. To do so, contact, by email, phone or in person, your manager, your General Manager, your HR Business Partner, your Legal counsel, the Antitrust & Compliance Officer or the Internal Audit Department.

- 3.3. However, Etex also makes available to all Etex Leaders and Employees a confidential SpeakUp Line, a reporting tool provided by an independent third party on behalf of Etex allowing web and phone intake.
- 3.4. It is possible, through the SpeakUp Line, to file anonymous reports (unless forbidden by the local law applicable to the specific case) but Etex encourages reporting persons to provide identification details as it may allow for more efficient management of the case. However, to minimize unclear and false reporting, such anonymous reports will only be investigated if they are received through the SpeakUp Line.
- 3.5. Concerns need to be reported in Good Faith. Etex takes the practice of reporting in bad faith very seriously. Reporting in bad faith or knowingly provide false or misleading information in the course of an investigation (e.g., by a Reporting Person or a witness), is considered to be a serious breach of the Etex Way and disciplinary action may be taken against the relevant Etex Leader and Employee up to and including termination of employment.

4 Handling of the reports

- 4.1. All reports received through the SpeakUp Line will be made available to the Antitrust & Compliance Officer.
- 4.2. The Antitrust & Compliance Officer, upon receipt of a report, will evaluate and assess the information received, and determine the appropriate course of action, involving the Ethics Committee as appropriate. This will, in most cases, result in the responsibility for next steps being assigned to the most appropriate person or department (the “**Designated Office**”).
- 4.3. The Antitrust & Compliance Officer and Ethics Committee have the right not to investigate a report. This can be the case when:
 - There is insufficient information for an adequate investigation and if there is no possibility of obtaining further information; or
 - It is established that the report was made in bad faith.
- 4.4. The Antitrust & Compliance Officer supported by the Ethics Committee will ensure that all cases reported in Good Faith and where enough information is available are investigated, documented appropriately, and submitted to the Designated Office.
- 4.5. Etex expects management at all levels to handle all matters concerning any misconduct seriously, confidentially and promptly.
- 4.6. All Etex Leaders and Employees have a responsibility to co-operate fully with investigations, subject to applicable law, and assist whoever is appointed to investigate the misconduct.

5 Reporting

- 5.1. The Antitrust & Compliance Officer will provide a monthly report to the Ethics Committee with all open cases. This report will also include information about cases that are not investigated or that have been closed during the preceding month. Relevant Designated Offices will be informed about open cases as appropriate. All such reports will respect the anonymity and confidentiality of the Reporting Person and other concerned individuals, as applicable.

6 Protection & rights of the Reporting Person

- 6.1. The identity of all Reporting Persons will be protected. Etex guarantees the maximum confidentiality of the Reporting Person at all phases of the investigation. Their identity may only be disclosed on a strictly need-to-know basis to selected people involved in any investigation or subsequent judicial or administrative proceedings instigated as a result of the report. The third party that hosts the SpeakUp line will not disclose voice-file, IP addresses or phone numbers to Etex.
- 6.2. Even when the procedure has been followed correctly, there are two exceptions when a Reporting Person's confidentiality cannot be guaranteed, since the authorities might need to be involved. In such case, the third party that hosts the SpeakUp line might hand Voice file, IP addresses or phone numbers over to the authorities, but never to Etex.
 - i. In cases where it is established that a report has been made in bad faith; and
 - ii. If the report itself is a criminal offence (*e.g.*, a serious threat);
- 6.3. Etex has a strict policy of non-retaliation against Reporting Persons. Protection against retaliation is also extended to those who participate in an investigation in Good Faith (*e.g.*, witnesses) or provide information/evidence in the course of any investigation.
- 6.4. The right of non-retaliation is guaranteed under the Etex Way and violation of this right will not be tolerated.
- 6.5. This protection is applicable to those Reporting Persons who follow this Policy.
- 6.6. Retaliation includes, but is not limited to suspension, dismissal or equivalent measures; demotion or withholding of promotion; transfer of duties or change of working conditions; or coercion, intimidation, harassment or other similar conduct. An attempt to retaliate as well as condoning or enabling the retaliatory acts of others may be also subject to corrective action, up to and including termination of employment.
- 6.7. If the Reporting Person is not satisfied with the follow-up and/or outcome of his/her report or when he/she doesn't feel protected, he/she can file a complaint directly through the Antitrust & Compliance Officer or via the SpeakUp Line. The Complaint will then be reviewed, involving as appropriate the Ethics Committee and Designated Office.

7 Protection & rights of the Reported Person

- 7.1. When a person is officially under investigation, then he/she needs to be notified about this fact.
- 7.2. The Reported Person has the right to be heard. Therefore, a Reported Person may not be disciplined until the investigation is completed, without prejudice to any precautionary measures (including, among others, the temporary suspension of the employment relationship) that may be adopted for the proper conduct of the investigation. Such investigation will be proportional to the nature and seriousness of the infringement.

8 Data protection & privacy

- 8.1. Etex and the assigned officers (e.g., Antitrust & Compliance Officer, Ethics Committee, Designated Office) will treat all information received in strict confidence. The privacy of both the Reporting Person and the subject(s) in the reports will be protected. Information will only be shared on a strict need-to-know basis. The staff and/or translator of the service provider (through which the SpeakUp Line is offered) may also access this information but only on a need-to-know basis.
- 8.2. This Policy relies on the processing of personal data; therefore, data protection rules are applicable. Etex complies with the applicable rules.

9 External reporting

- 9.1. Etex Leaders and Employees should prioritize reporting possible irregularities internally, in accordance with this Policy, before using external reporting channels.

10 Contact details, training and questions

- 10.1. This Policy is available on the Legal & Compliance page of Etex Core. Further information regarding this Policy and SpeakUp Line will be made available through Etex Core and training will be developed to supplement this Policy.
- 10.2. Should you have any questions about this Policy, please contact the Antitrust & Compliance Officer at mathieu.guillaumond@etexgroup.com.

- 10.3. [Local version of the Policy will include country specific dial-in details for SpeakUp:
 - country:
 - free phone number:
 - web address:
 - access code:]

11 Definitions

Term	Definition
Affiliate	A company, part of the Etex Group, ultimately controlled by Etex NV.
Antitrust & Compliance Officer	The central legal counsel at the Etex Group Legal Department assigned to support Etex in antitrust matters, as well as other compliance matters, including sanctions, anti-bribery and corruption, data protection, conflicts of interest, market abuse regulation and code of conduct.
Designated Office	Person or department that will be tasked by the Antitrust & Compliance Officer and/or Ethics Committee to conduct the internal investigation.
Etex or the Group	Etex NV and its Affiliates.
Etex Leaders and Employees	All employees (full-time, part-time and temporary), members of the Boards of Directors (or equivalent) and managers of Etex.
Etex Way	Etex's code of business conduct.
Ethics Committee	Central committee comprising Etex's Chief Financial Officer (CFO)/Internal Audit, Chief Human Resources Officer (CHRO), Chief Legal Officer (CLO) and Antitrust & Compliance Officer.

Good Faith	Means that the reporting person reasonably believes that the content of the report is true.
Policy	The present Etex Group SpeakUp Policy.
Reported Persons	A natural person who is mentioned in a report by Reporting Person.
Reporting Persons	A natural person who reports information in Good Faith on possible misconduct acquired in the context of his or her work-related activities.

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