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Plymovent's

Open Door & Whistleblower Policy



Plymovent's cornerstone: open communication

At Plymovent, our motto is simple: **Don't hold back & make it happen.** We foster a culture of innovation and growth through open communication, engagement, and collaboration across all departments.

Every team member has the autonomy to reach out to anyone in the organisation to address challenges, whether it's discussing ideas with a colleague, seeking guidance from a senior leader, or sharing insights with the management team. Open communication is our cornerstone, breaking down barriers to foster unity and a shared purpose, ensuring that everyone feels empowered to contribute. Please note that although we welcome all ideas, not every idea may be (directly) implemented as they may not align with the company's goals or priorities at that moment.

We aim to unlock everyone's potential, recognizing the value each individual can bring to the table. We're convinced that the best teams include both extraverted and introverted members. We encourage everyone to voice their thoughts and seek support if needed, promoting communication across all levels. For this to be effective we first need to listen and understand, before we want to be understood.

However, while we uphold an open culture, we still acknowledge that inappropriate behaviour can occur. Our policy outlines the procedure for reporting inappropriate behaviour and the subsequent steps we will take.

Together, we can make it happen at Plymovent.



Understanding inappropriate behaviour

Defining and addressing concerns to our organisational values

Inappropriate behaviour is any act or omission that jeopardizes public interest, violates legal regulations, or breaches internal employer rules. This includes offenses like fraud and breaches compromising health, safety, or organisational functioning. Personal disputes between employees and employers are excluded.

Inappropriate behaviour covers the concerns listed below. This list isn't exhaustive, and we urge employees to report any discomfort or breaches of Plymovent's Company Regulations as soon as possible.

- Discrimination or unfair treatment based on gender, age, religion, origin, sexual orientation, or political opinion.
- Violation of laws or internal rules.
- Risks to employee well-being and their safety.
- Environmental hazards, possibly resulting in public health issues.
- Breach of confidentiality when this confidentiality is not in favour Plymovent's employees.
- Actions threatening organisational integrity.
- Last, but not least: attempts to conceal any of the above.



Who can report?

Reporting concerns

Anyone engaged in work with Plymovent, regardless of their relationship with the company.

This encompasses employees, contractors, shareholders, directors, volunteers, trainees, staff of contractors and/or suppliers, former employees, and other persons whose working relationship has ended, job applicants, and other individuals associated with Plymovent.



What steps are taken?

Reporters can seek advice from a counsellor, whether it's a trusted confidant, colleague, or a union representative.

When inappropriate behaviour is reported, the person to whom it is reported informs the People & Culture Department (P&C). The P&C department then notifies the responsible manager/Management Board. Depending on the situation, the P&C Manager and the responsible manager appoint a process supervisor to guide the reporter and the process. This could be another manager, someone from the P&C department, or the confidential advisor.

The reporter will:

- Get confirmation of the report received within 5 working days.
- Receive written updates and guidance on the progress of the reported abuse, including the steps taken and the follow-up, within 3 months.
- Be given the opportunity to react and respond to the report.
- Be given the opportunity to speak up if she/he/they feel like the inappropriate behaviour has not been dealt with properly. Plymovent will address the concerns and draft a new report and follow-up steps if necessary.

Documenting reports

When someone reports inappropriate behaviour, whether spoken or written, the People & Culture (HR) Manager is responsible for accurately documenting the report. The documented report must be read and signed by the reporter to signify approval. Verbal reports are transcribed into written records for approval by the reporter. The reporter always receives a copy.

Recording conversations

Before anyone wants to record a conversation, prior consent is mandatory. If a written record is kept, the reporter should be given the chance to review, correct, and approve it. Likewise, if someone reporting misconduct wants to record a conversation, they must also get permission.

Reporting registration

Reports are entered into a designated register upon receipt. Details in the register are securely destroyed when no longer needed.



Confidentiality & protection

Reports remain confidential, even after resolution, accessible to the supervisor only. Treatment can be conducted anonymously if preferred.

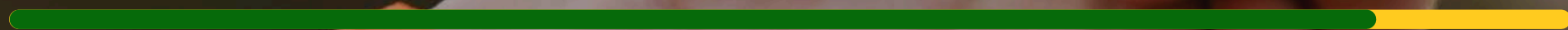
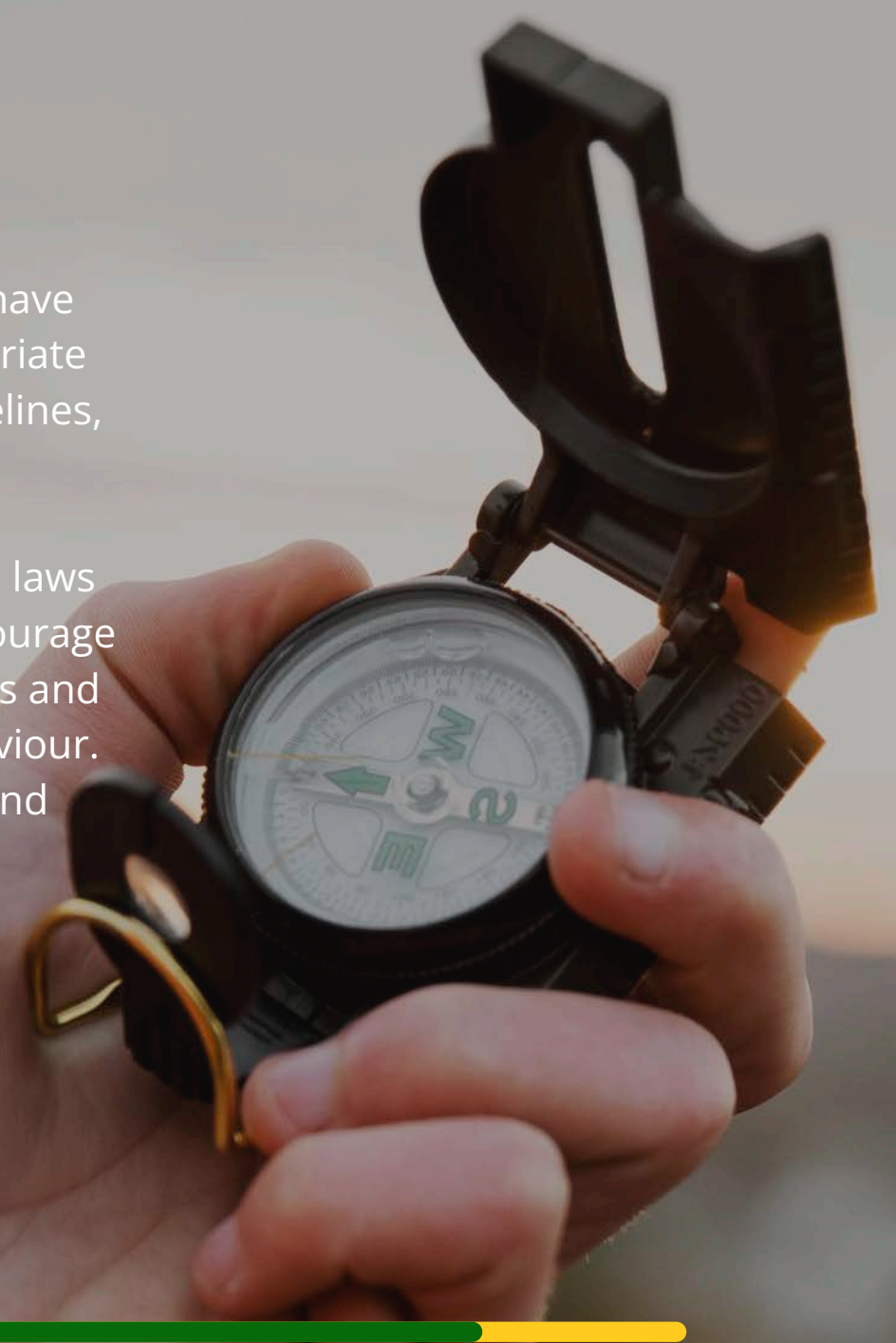
There's a strict ban on retaliation, ensuring reporters aren't penalized for their report. This only applies if the reporter has made the report according to this procedure. The protection against retaliation extends to those who assist reporters and third parties involved. These could be colleagues, counsellors, lawyers, union representatives, or family members.



Ensuring global compliance

Plymovent acknowledges that different countries have their own legal frameworks for reporting inappropriate behaviour. While our policy provides general guidelines, it's crucial to follow specific local regulations.

We are dedicated to upholding compliance with all laws in every country we operate in. Therefore, we encourage employees to stay informed about local regulations and to seek advice when reporting inappropriate behaviour. This ensures our policy works as it's supposed to and stays legal everywhere Plymovent operates.



Always keeping our policy relevant

Every year, the policy owner will take a close look at the policy and update it if necessary.

Let's stick to our policy! If someone chooses to disregard our policy, we may need to take appropriate action against the individual involved.

Any questions? Please contact the policy owner.

Policy owner



Name	_____
Position	_____
Date	_____
Location	_____

Signature

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