

INFORMATION NOTICE

ON THE OPERATION OF THE WHISTLEBLOWING SYSTEM

Budapest, 15 March 2024

Preamble

INRIMAS Kft. considers whistleblowing as an important feedback mechanism to improve its own organisation and processes and to mitigate its risks. INRIMAS Kft. is committed to quality, ethical business conduct and integrity, which form the basis of all its activities. It is therefore important to understand the risks associated with operations and to protect and support bona fide whistleblowers. In accordance with Act XXV of 2023 on Complaints, Notifications of Public Interest and the Rules for Whistleblowing (hereinafter: Complaints Act), INRIMAS Kft. supports the submission of complaints and protects the whistleblower. No one should be disadvantaged for making a good faith report.

The whistleblowing system

INRIMAS Kft. operates a whistleblowing system to ensure that data and information about risks (including violations of the law) or deficiencies in the operation of INRIMAS Kft. that are identified by the whistleblower are communicated to decision-makers, and that, if necessary, action can be taken to address the risk.

Who can be a whistleblower?

A whistleblower may be anyone – regardless of whether or not they are or have been in a legal relationship with INRIMAS Kft. – who has knowledge of a violation of law, presumed violation of law or a violation of a requirement contained in our policies affecting INRIMAS Kft. For example, anyone who has a legal relationship with INRIMAS Kft., but also anyone whose legal relationship has already ended or is in the process of being terminated, has the right to make a notification. A sole proprietorship or a sole trader may also be a whistleblower, along with any person under the supervision and control of any contractor, subcontractor, supplier or agent that is or was in a contractual relationship with INRIMAS Kft. or that has begun a procedure for establishing such a contractual relationship.

What may be notified?

Any act or omission that is, or is presumed to be, unlawful, or other information about abuse.

Making the notification

A notification should be sent primarily to iroda@inrimas.hu but it may also be sent in a letter addressed, or made in person, to the compliance officer. An oral report will be laid down in writing by the compliance officer, who will then provide the whistleblower with a copy of the report for reviewing, rectifying and signing.

The data of those making notifications in person will be handled separately, in a sealed envelope.

Anonymous whistleblowing

A report made by an anonymous or unidentified whistleblower will also be investigated if its content is likely to reveal some risk of relevance to the operation of INRIMAS Kft., but we encourage whistleblowers to provide their contact details for feedback.

However, when reporting anonymously, the whistleblower should take into account that, in the absence of contact details,

- if the information provided in the notification is insufficient or inadequate to enable the investigation to be carried out or where the information indispensable for the initiation or effective conduct of the investigation cannot otherwise be obtained for any reason, the investigation may be closed inconclusively,
- INRIMAS Kft. will not be able to provide the whistleblower with information on the procedure,
- the company may, pursuant to the Complaints Act, decline to investigate anonymous complaints.

The tasks of receiving, processing and investigating notifications are carried out by our specially trained, impartial staff.

The content of a notification

To enable a quick and efficient investigation, a notification should describe its subject in as much detail as possible, in particular:

- the background, circumstances and history of the incident giving rise to the report and the reason for the suspicion,
- the persons involved in the incident giving rise to the notification, the date and location of the incident.

It is also recommended to attach to the notification any documents that may substantiate suspicions of illegal or suspected illegal acts or omissions or other abuses.

Investigation, outcome and consequence of a notification

Notifications will be received and investigated as soon as possible by the compliance officer of INRIMAS Kft. Within a maximum of 7 days after receipt of a written notification made through the internal whistleblowing system, the whistleblower, unless anonymous, will receive confirmation of receipt of the notification, through the same channel through which the notification was given.

A notification is assigned to the low, medium or the high risk category, based on its presumed impacts. If there is insufficient information for investigating the case, the whistleblower will be contacted by the compliance officer at the contact details provided.

The compliance officer will investigate the notification within a maximum of thirty days of receipt. The time limit may be extended in justified cases, of which the whistleblower concerned must be notified simultaneously. In this case, the whistleblower will be informed of the expected date of the investigation and the reasons for the extension of the investigation's time limit. The time limit for examining the notification and informing the whistleblower may not exceed three months even in the case of an extension.

Upon the closure of the investigation, the compliance officer prepares a report on its findings, including a proposal for a decision on further actions. The compliance officer sends the report to the competent manager of INRIMAS Kft. On the basis of the report, the manager decides on further actions and informs the compliance officer, who, in turn, notifies the whistleblower, unless the notification was made anonymously.

Whistleblower protection

INRIMAS Kft. is obliged to ensure during the investigation that the whistleblower does not suffer any adverse legal consequences as a result of the notification.

Any action to the detriment of the whistleblower which is taken as a result of the lawful filing of a notification and which is carried out in the context of the legal relationship with INRIMAS Kft., will be considered as unlawful. In addition, any action taken to the detriment of an entity owned by the whistleblower or an entity having an employment relationship or other contractual relationship with the whistleblower, which is taken because the notification was lawfully made, will be considered as unlawful.

Such detrimental action may, in particular, be dismissal of the whistleblower, discrimination, or any sanction under the labour code. For further details, see Section 41 of the Complaints Act. In administrative or judicial proceedings relating to a detrimental action, if the whistleblower proves that the notification was lawfully made, the detrimental action must be presumed to have been taken because the notification was lawfully made, and the burden of proof that the detrimental action was taken for a valid reason and not because the notification was lawfully made will rest with the person who took the detrimental action.

Where a notification has been lawfully made, the whistleblower will bear no liability for obtaining or accessing the information contained in the notification, unless the whistleblower committed a criminal offence by obtaining or accessing the information.

The whistleblower cannot be held liable for lawfully making the notification if the whistleblower had reasonable grounds to believe that the notification was necessary to disclose the circumstances covered by the notification. The whistleblower may make a reference to the above in any official or judicial proceedings, provided that he or she proves that the notification was lawfully made.

Whistleblower protection is also available to a whistleblower who makes an anonymous lawful report and, following their subsequent identification, is subject to a detrimental action under Section 41 (1) of the Complaints Act or if Section 42 of the same is applied to them.

Whistleblower protection also applies to a person who

- assists the whistleblower, who makes a lawful notification, in making the notification,

- a person related to the lawful whistleblower, in particular a co-worker or family member of the whistleblower, who may be subject to a detrimental action under Section 41 (2).

Please note, however, that you must not make a blatantly false or fraudulent report!

The consequence of a notification made in ill faith

A mala fide whistleblower should be aware of the consequences of their action. A sanction – under the labour code or under the employment contract – will only be applied to such whistleblower if absolutely necessary, in line with the gravity of the act and taking into account the circumstances of reporting. The compliance officer may propose sanctions in such cases.

A notification is made lawfully if

- the whistleblower made the notification through one of the whistleblowing schemes provided for in the Complaints Act, in accordance with the rules laid down in this Act,
- the whistleblower obtained the notified information concerning the circumstances to which the notification relates in the context of their work-related activities, and
- the whistleblower had reasonable grounds to believe that the information notified concerning the circumstances covered by the notification was true at the time of notification.

Data processing

INRIMAS Kft. attaches particular importance to the protection of the personal data of whistleblowers and the persons concerned by whistleblowing.

In the course of the investigation of a notification, INRIMAS Kft. processes the personal data of the whistleblower and of the person whose conduct or omission gave rise to the notification or who may have substantial information about the facts contained in the notification.

INRIMAS Kft. processes personal data that are indispensable for the investigation of a notification for the sole purpose of investigating the notification and remedying or terminating the conduct that is the subject of the notification, transmits them only to those entitled to participate in the investigation concerned. INRIMAS Kft. will ensure that the personal data of persons that are the subjects of the notification will not be disclosed to persons other than those authorised to do so. Pending the conclusion of the investigation or the initiation of formal actions as a result of the investigation, the persons investigating the report may, in addition to informing the subject of whistleblowing, share information with other departments or staff of the employer to the extent strictly necessary for the conduct of the investigation. The person concerned must be informed in detail about the notification, their rights regarding the protection of their personal data and the rules on the processing of their data when the investigation is opened.

Within 30 days of the closure of the investigation INRIMAS Kft. will anonymise the data if no further action has been taken on the basis of the investigation.

In the event of a suspected violation of their rights in relation to data processing, the data subject may lodge a complaint with the National Authority for Data Protection and Freedom of Information (address: 1055 Budapest, Falk Miksa utca 9-11., +36-1-391-1400, ugyfelszolgalat@naih.hu) or in court. The regional court has jurisdiction to hear the case. A lawsuit may – at the Data Subject's request – also be brought before the regional court having jurisdiction over the place of residence of the Data Subject (for a list of courts and their contact details, please visit the following link: <http://birosag.hu/torvenyszekek>)

For the detailed rules of data processing, in particular its purpose, legal basis, the persons entitled to access, the duration of data processing, the rights of data subjects, please refer to INRIMAS Kft.'s Privacy Notice at: www.inrimas.hu

Additional clause

This notice has been prepared for the purpose of fulfilling the obligation under Section 25 of the Complaints Act and does not substitute knowledge of the relevant legal provisions. You are kindly requested to look up the relevant detailed rules before making a notification. The relevant legislation is available free of charge in Nemzeti Jogszabálytár (*National Legislation Database*) (<https://njt.hu/>).