

Information on the functioning of the abuse reporting system of INNO-COMP Kft

INNO-COMP Ipari és Kereskedelmi Korlátolt Felelősségű Társaság (registered office: 3580 Tiszaújváros, Vegyészek útja 8., company registration number: 05-09-007486; tax number: 11797881-2-05, hereinafter referred to as: "**INNO-COMP**") is committed to the prevention of abuse. It investigates suspected cases of abuse, takes the necessary decisions and, if necessary, implements measures.

Inno-Comp Kft operates an internal abuse reporting system in accordance with the provisions of **Section 18 (1) and (2) a) of Act XXV of 2023** on complaints, whistleblowing and abuse reporting as follows:

- by a written report:

- by email: etika@innocomp.hu
- by post: to the Ethics Committee of Inno-Comp Kft
3581 Tiszaújváros, Pf. 118.

Within seven days of receiving the written complaint, the Ethics Committee will send a confirmation of the complaint to the whistleblower. The letter can only be opened by members of the Ethics Committee.

- by an oral statement:

- on working days between 9 and 11 a.m. to the Managing Director or Head of Quality System or Human Resources Generalist of Inno - Comp Kft
(address: 3580 Tiszaújváros, Vegyészek útja 8. 3rd floor)

The Ethics Committee shall prepare a complete and accurate record of the oral report, a copy of which shall be sent to the whistleblower, and shall inform him/her of the consequences of a malicious report.

The Ethics Committee shall investigate the complaint within 30 days of receipt of the complaint, whereby this period may be extended by up to 3 months in particularly justified cases, provided that the whistleblower is informed at the same time.

The Ethics Committee will remain in contact with the whistleblower during the investigation of the complaint and may ask the whistleblower to supplement or clarify the complaint, clarify the facts and provide further information.

May file a complaint:

Employee, former employee, prospective employee, apprentice, contractor, sole proprietor, sole proprietorship, contractor, subcontractor, supplier, person under the supervision and control of an agent.

The complaint investigation may be waived if:

- the complaint was filed by an unidentified whistleblower;
- the complaint was not filed by an authorised person as specified in the subject matter of the complaint;
- the complaint is a repeat complaint by the same whistleblower with the same content as the previous complaint;
- the impairment of the public interest or an overriding private interest would not be proportionate to the restriction of the rights of the natural or legal person (hereinafter collectively referred to as the "data subject") resulting from the investigation of the complaint.