

# How to report a concern

We are committed to conducting our business with honesty and integrity and we expect all employees to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly operating illegally or unethically.

A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

If you think there may be a violation of this Code of Ethics or its related policies or procedures, it is your responsibility to **speak up!**

At Scolmore we will always welcome genuine reports, investigate reported suspected or known misconducts, and take appropriate action based on our findings.



## What to report?

Criminal offences committed or likely to be committed, violations or failures to comply with any legal obligations, including but not limited to Health and Safety, Human Rights, Environment, Fraud, Corruption; Influence peddling; Data protection; Harassment; International sanctions and embargoes; Discrimination

## If you are an employee

In most instances the preferred route to report your concerns is your line manager. However we understand that in certain circumstances this might not be the most comfortable way to share your concerns.

If this is the case, you can either speak to HR or the Legal and Compliance department.

Scolmore Group and its subsidiaries will always protect you from any kind of retaliation if you report actual or potential violations in good faith. All reports made in good faith remain confidential regardless of how they are notified.

Additional information relevant to the workforce can be found in the *Whistleblowing Policy*.

## If you are a business partner

External whistleblowers can report any concerns by using the [Speak Up Line](#) operated via Microsoft Forms.

## Confidentiality & non-retaliation

Reports will be investigated as appropriate in a manner that maximises confidentiality.

At Scolmore we do not allow any retaliation against any person who makes a report in good faith, or who cooperates in an investigation.

