

## **New options for reporting misconduct**

Employees and external whistleblowers have new options for reporting misconduct within the RITZ-Group.

Possible misconduct includes, among other things, suspicion of white-collar crimes such as corruption, antitrust violations, money laundering offenses, fraud or breach of trust. Also included are possible violations of technical specifications, environmental regulations, anti-discrimination laws or labor regulations, sexual harassment in the workplace or violations of human rights.

### **A. Reporting misconduct - to whom?**

#### **I. Reporting to Executives / Business Partners**

As far as possible in individual cases, any senior manager can be approached, who will discuss the next steps with you. As a third party, you can contact your business partner at Ritz.

#### **II. Alternative: Report to the Legal Department**

If you have the impression that you cannot or do not want to contact a senior manager or your business partner at Ritz - for whatever reason - you can also inform our Legal Department:

Marcus Bruening  
General Counsel  
Rechtsanwalt (Syndikusrechtsanwalt)  
Ritz Instrument Transformers GmbH  
Wandsbeker Zollstraße 92 - 98  
22041 Hamburg  
Telephone +49(0)40 / 51 123 276  
Mobile +49(0)172-9907502  
Email [marcus.bruening@ritz-international.com](mailto:marcus.bruening@ritz-international.com)

#### **III. Alternative: Report to the ombudsperson**

Furthermore, an ombudsperson is available for all whistleblowers.

Ritz appointed Dr Rainer Buchert, who has many years of experience in this function and is appointed as ombudsperson for numerous well-known companies. He is as a German Rechtsanwalt (attorney-at-law) subject to the legal duty of confidentiality. Dr Buchert accepts all information confidentially and will only pass on information to the compliance representative of Ritz only if whistleblowers give their express consent. In principle, the identity of a whistleblower is not disclosed to Ritz.

Dr Buchert can also be contacted if whistleblowers initially only seek advice in connection with observations that are perceived as suspicious.

If the ombudsman is unavailable he will be represented by his colleague attorney Dr. Caroline Jacob.

##### **1. Contact form**

If you want to provide confidential information or transmit information in encrypted form, you can do this electronically using the following contact form:

[https://www.ombudsperson-frankfurt.de/en/contactform/?company=RITZ\\_INSTRUMENT\\_TRANSFORMERS\\_GMBH](https://www.ombudsperson-frankfurt.de/en/contactform/?company=RITZ_INSTRUMENT_TRANSFORMERS_GMBH)

This electronic reporting channel ensures a high security standard in communication between you as the whistleblower and the ombudsperson.

## **2. Direct contact**

If you wish to speak to the ombudsperson in person, you will be put through to him in his office without further inquiry. You can also reach him directly by phone or email.

Dr Rainer Buchert  
Buchert Jacob Partner PartG mbB  
Kaiserstraße 22  
60311 Frankfurt am Main  
Telephone +49(0)69-710 33 33 0 (law office)  
Telephone +49(0)6105 921 355 (direct dialing)  
Fax +49 (0)69-710 34 44 4  
Email [kanzlei@dr-buchert.de](mailto:kanzlei@dr-buchert.de)  
Internet [www.dr-buchert.de](http://www.dr-buchert.de)

If you are unsure how to assess facts or observations, Dr Buchert will be happy to advise you in German and English.

This also applies if you fear that you have made yourself liable to prosecution. Even then, confidentiality is guaranteed. You will not incur any costs.

Violations of data protection regulations can also be reported to our data protection officer, Mr Peter Christian Felst, Wandsbeker Zollstr. 92 – 98 22041 Hamburg, email address: [datenschutz@ritz-international.com](mailto:datenschutz@ritz-international.com).

## **B. Reporting misconduct - how?**

In order for your report to be properly processed and investigated, it is important that the report is as specific as possible.

It is helpful if you consider the five questions in your report:

Who? What? When? How? Where?

Please make sure that your information can also be understood by third parties.

It is helpful if you are available for further questions.

If you are willing to do so but want to remain anonymous to the company, please contact the ombudsperson.

## **C. Misconduct reported - what happens next?**

We take all information seriously and treat it as strictly confidential. Upon receipt, we will conduct a preliminary review of the potential misconduct.

If there is an initial suspicion, the case will be followed up with a specific investigation order and the necessary measures will be taken depending on the result.

Whistleblowers receive feedback directly or via the ombudsman within the framework of the legal possibilities, with the result of their report being examined and what action was taken on the basis of their report.