

# Rules of procedure

## for the grievance procedure at Jürgen Liebisch GmbH for whistleblower protection

### 1. Preamble:

These procedural rules define the essential aspects of the grievance procedure in accordance with the Supply Chain Due Diligence Act (LkSG – Lieferkettensorgfaltspflichtengesetz)/Whistleblower Protection (HinSchG – Hinweisgeberschutzgesetz) for Jürgen Liebisch GmbH.

### 2. Scope of application:

The procedure allows to detect violations of EU law and German law by Jürgen Liebisch GmbH or their business partners.

### 3. Establishing contact:

The Jürgen Liebisch GmbH internal reporting point can be contacted in the following ways:

By post: Internal “Whistleblower” Reporting Office.  
Wilhelm-Bergner-Strasse 11c  
21509 Glinde  
Germany

By email: [whistleblower@aic-germany.de](mailto:whistleblower@aic-germany.de)  
Tel.: +49 40 57308540 (answering machine is active)  
Homepage: [www.aic-germany.de](http://www.aic-germany.de)

### 4. Overview of process:

- a) Upon the receipt of a report, the whistleblower will be sent an acknowledgement of the receipt of the information within seven working days.
- b) Depending on the type and scope of the information reported, the reporting office may request further details from the whistleblower.

- c) The reporting office examines the information received and decides on the further procedure and, if necessary, initiates its own investigation.
- d) Jürgen Liebisch GmbH shall assess the information and investigation results in accordance with legal provisions and internal guidelines, taking into account the interests of all parties involved.
- e) The final legal assessment and the decision on appropriate measures are the responsibility of Jürgen Liebisch GmbH.

**5. Whistleblower protection:**

The identity of the whistleblower will remain confidential. Persons who provide information in good faith need not fear any negative consequences. However, Jürgen Liebisch GmbH reserves the right to take legal or disciplinary action in the event of abuse of the procedure.

**6. Review of the procedure:**

The effectiveness of this grievance procedure will be reviewed by Jürgen Liebisch GmbH at least annually. Additional reviews will take place in the event of significant changes in the risk profile of Jürgen Liebisch GmbH or its suppliers.

