

3. Why tellUS! ?

- HELLA takes every report seriously!
- **tellUS!** can be reached 24/7.
- **tellUS!** is operated by an independent & impartial third party.
- **tellUS!** protects the confidentiality.
- You can report anonymously.
- HELLA is committed to protect against retaliation.
- **tellUS!** is available in a number of languages; in any case, you can report in your native language – whatever it is.
- **tellUS!** is designed to protect the confidentiality of your identity & the report (as legally permissible).
- HELLA encourages you to provide your identity but you can choose to report anonymously (if permitted by local law).
- HELLA fosters a speak up culture and an environment where concerns are addressed.
- HELLA is committed to acting against any form of retaliation caused by the report submitted if the person has reported in good faith.

2. Who can use tellUS! ? Anyone!

- All HELLA employees, and
- any external third party.

who want to report a suspected compliance violation within HELLA or along the supply chain.

We encourage HELLA employees to address concerns locally and directly report to their line managers or local management, HR contact or Compliance Officer as they may be in the best position to address the concern.

If you are not comfortable doing so, use **tellUS!**!

4. How should you report?

- Go to <https://hella.whistleblownetwork.net>.
- Select country & menu language (but report in any language you wish).
- Submit your report – as detailed as possible to enable & facilitate the handling of the report: What happened where when to whom ...?

Address the following questions, if possible:

- What happened (summary of the incident)?
- Who was involved & who was affected (names, departments)?
- Where did it happen (country, location, department)?
- When did it happen (date, period, time)?
- What is the damage (extent, scope)?
- Is there proof (documentation), are there witnesses?
- Provide your name (if you want to).

5. How to communicate further?

- We recommend to open a post / dialogue box (even if you choose to report anonymously) so that:
 - You will receive an acknowledgement of receipt within 7 days.
 - You can be contacted for clarification of information.
 - You will be able to check the status & the final outcome.
 - You will receive a status update no later than 90 days after the report has been received.
 - You will be informed in case that no check / investigation is carried out no plausibility, no sufficient suspicion of a compliance violation).

6. What happens after you submitted the report?

- Submitted reports are received & immediately reviewed by the Compliance Office to assess their admissibility & plausibility (sufficient indications of a compliance violation?).
- The Compliance Office may involve further expertise departments for the best possible handling of the report.
- In the course of the check of your complaint HELLA seeks:
 - to clarify the facts,
 - to assess the findings and, as necessary,
 - to take appropriate follow-up measures (preventive or remedial actions, incl. disciplinary sanctions, if applicable).
- Further experts involved to best possible handle the reports are local compliance functions & expertise departments, e.g. Internal Audit, Security, HR.
 - They all act in independence and are committed to confidentiality (as allowed by applicable laws).
- The duration of this procedure depends on the scope & complexity of the complaint; it can take some days / weeks only but it may also take several months.
- HELLA adheres to the principles of fair process, presumption of innocence and proportionality.

If you suspect a serious compliance violation, **tellUS!**

1. When should you use tellUS! ?

- Whenever you suspect a **serious compliance violation**, i.e. a violation of the HELLA Code of Conduct, laws and internal rules, **speak up and use tellUS!** !

Compliance violations relate to - but are not limited to:

- Fraud
- Theft
- Corruption / Bribery
- Conflicts of Interests
- Competition Law
- Health & Safety
- Human Rights and Environmental Risks and / or Violations (at HELLA or within the global supply chain)*
- Harassment, Discrimination, Retaliation
- Labour Law
- Information / Cyber Security
- Data Privacy
- Export control / Sanctions
- Accounting & Tax Rules
- Product Safety / Technical Compliance

*With **tellUS!** With tellUS! HELLA provides for a reporting channel and procedure according to the German Supply Chain Due Act (LkSG) to report human rights and environmental risks and/or violations under the protection of confidentiality & against retaliation.