

# Code of Ethics

**Hyundai Motor  
Manufacturing Czech s.r.o.**





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# President's Foreword

Dear colleagues,

I present to you the Code of Ethics, one of the key documents of Hyundai Motor Manufacturing Czech s.r.o.

As the only Hyundai plant in European Union, a major employer in the Moravian-Silesian Region, and a good neighbour and partner not only to our customers, we realise the importance of this commitment. Hundreds of thousands of customers around the world trust our products every day, and we feel responsible and obligated to lead by example. Therefore, our actions must always comply with the law but also with ethical standards and values. I believe that proper conduct is beneficial to our company and the world around us.

We are working together to build the good reputation of the Hyundai brand, and if we want our image as a good partner and reliable employer to last, we need to comply with the values we have set for our business.

I trust we will all use the Code of Ethics in our everyday work and while making decisions. Only then will Hyundai continue to be a trusted, honest and fair partner for its customers, employees and business partners.

**Changki Lee**  
**President**

Hyundai Motor Manufacturing Czech s.r.o.

# 1. Code of Ethics Introduction

## What is its purpose?

The Code of Ethics is an essential part of our company culture and defines the behaviour we expect from each and every one of our employees and business partners. It also represents key values of the Hyundai Motor Group, which help us act ethically, honestly and responsibly. The document embodies the commitment of our company and each of us to act in accordance with the law, internal rules and our shared values.

The intention behind the Code of Ethics is not for it to become a mere exhaustive set of rules. On the contrary, it must be an integral part the legal and internal regulations of our company. While the Code of Ethics does not offer a straightforward answer or solution to every possible situation, it should provide us with guidance for any action or decision.

No Compliance program can function properly without a Code of Ethics as its main building block. The objective of the Compliance program is to implement effective measures to prevent, detect and respond to violations of legal and internal regulations.

## Why do we have it?

By drawing up the Code of Ethics, we take an important step on our path towards being a sustainable, transparent and responsible business, which is the only possible direction for our company.

As a major company on the regional and even national scale, we know that we must lead by example and be at the forefront of socially responsible activities. We see this approach as part of our philosophy, which is shared across the Hyundai Motor Group - creating a healthier, happier and more sustainable world for everyone. This is defined in Hyundai's "Progress for Humanity" global vision.

The Code of Ethics is a tool which provides a binding framework for such efforts and helps implement the defined principles and rules. This will make our goals more achievable.

## Who is it for?

The Code of Ethics is binding on everyone at HMMC, regardless of their job position. We do not differentiate between core and agency employees, conveyor-belt operators and administration specialists, or team members and their managers. We also expect our business partners to act in accordance with the Code of Ethics.

Any actions violating the Code will not be tolerated. Violations of our Code of Ethics can have consequences, ranging from labour law measures to criminal sanctions.

By acting in accordance with the Code of Ethics, we protect ourselves as well as those around us. Therefore, each of us must become familiar with it and act accordingly.

# 2. How to Make Decisions which Comply with the Code of Ethics

The Code of Ethics has the potential to become a useful tool in our daily actions and decisions. Each topic covered by the Code of Ethics provides you with practical examples that help you navigate the given issue. You still may encounter situations for which the Code of Ethics or internal rules do not provide a clear answer. In such a case, use the following questions to help you make the right decision.

## Questions

- Personal view** Am I making the right decision?
- Objective view** Does my decision comply with the Code of Ethics and legal and internal regulations of HMMC?
- HMMC's view** Is it a decision in favour of HMMC?
- View of the party concerned** Would I accept the same decision from the position of the person concerned?
- Personal belief** If confronted, will I stand by my decision?



## Answers

- YES** If you answered 'yes' to all of the questions, your decision is most likely the right one.
- I AM NOT SURE** Do not be afraid to ask! Contact your supervisor, ER Partner or Legal Department.
- NO** Stand down and refrain from making the decision. If necessary, contact your supervisor, ER Partner or Legal Department.

# 3. Key Values

Shared values help us build and maintain a strong company culture. Therefore, they should be reflected in our daily behaviour.

Our company's operation, stability and prosperity depend on the actions of each of us.

The rules and principles listed in the following chapters of the Code of Ethics should be seen and interpreted in the spirit of the shared key values.



## Customer

We provide our customers with safe products and services of the highest quality.

### What does that actually mean?



**We treat the customer the same way we would expect to be treated ourselves.**

**We look one step further in the process.**

**We ensure customer satisfaction**



**We do not respect our customers' needs and expectations.**

**There is nothing to improve.**

**We are not interested in customer feedback.**

## Challenge

We innovate and test, and we try to get the most out of each and every idea.

### What does that actually mean?



**We are actively bringing new ideas to the table.**

**We are positive about change.**

**We are not put off by failure.**



**We are conducting business as usual.**

**We only do what we have to.**

**We are spreading negativity around us.**

# Collaboration

We share creative ideas and give constructive feedback.

## What does that actually mean?



We help each other.

We share information.

We are looking for solutions, not the culprit.



We are looking for reasons why something cannot be done.

The problems of others do not concern us.

We keep our experience and know-how to ourselves.

# Globality

We respect cultural differences and promote diversity and inclusion.

## What does that actually mean?



We respect other cultures and their views.

We treat everyone the same.

We play by the rules.



We only think of our own benefit.

We do not care about things happening to others.

We are prejudiced.

# People

We acknowledge the uniqueness, contribution and value of each of us.

## What does that actually mean?



We treat everyone with respect.

We establish and maintain good relations.

We know how to support and appreciate others.



We do not care what others think.

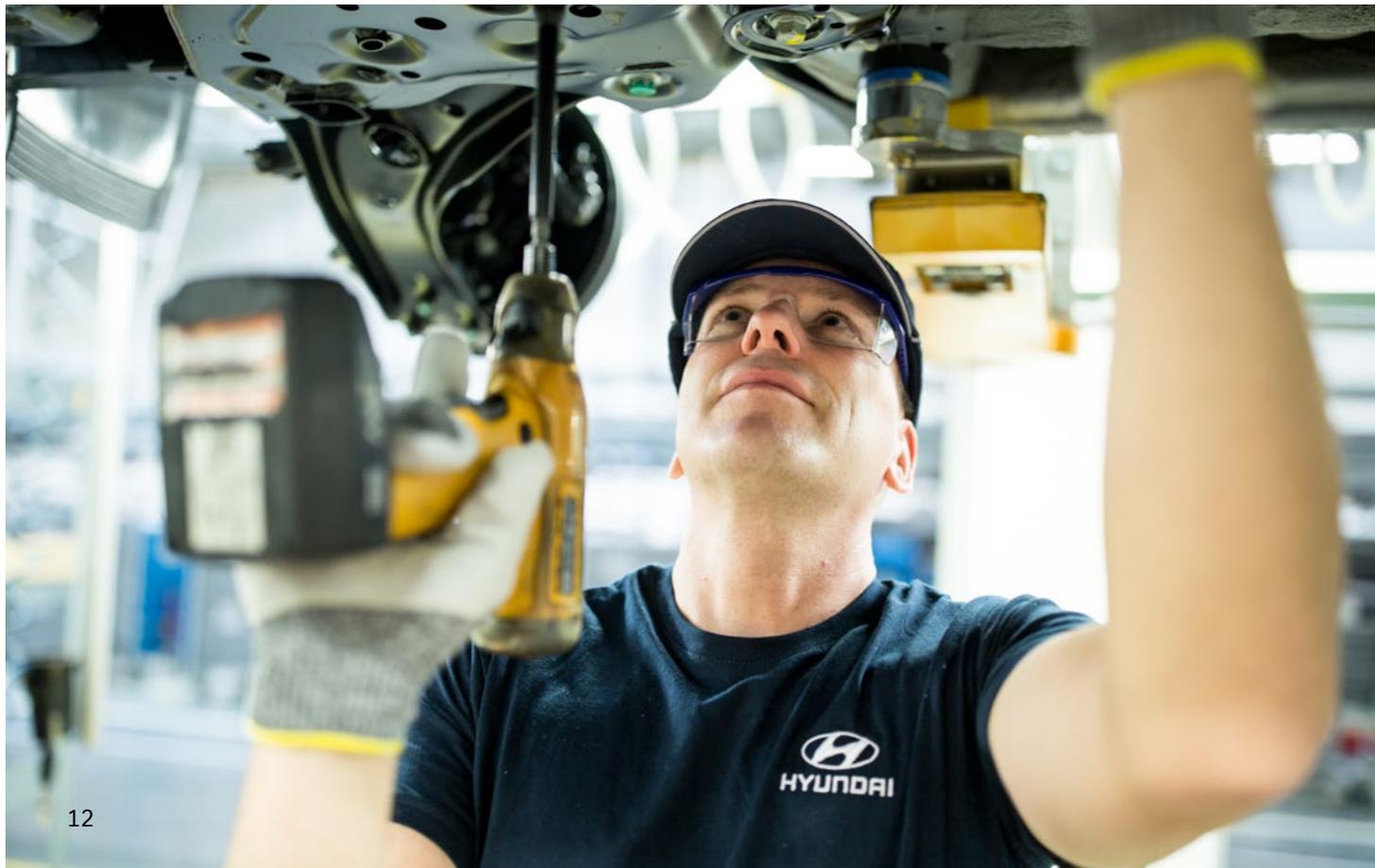
We do not need to evolve.

We are being arrogant and condescending.



# 4. We Are Responsible for Safety

A safe and healthy workplace, reliable and quality vehicles and environmental protection. These are areas in which we never compromise.



## Occupational Health and Safety

The health and safety of our employees is our top priority, as well as a safe working environment.

In addition to our legal obligations regarding occupational health and safety, we emphasise ergonomics, disease prevention and OSH training. Our goal is to prevent occupational accidents and diseases

### How can I contribute?

**Whatever I am doing, I follow the rules and do not take unnecessary risks. I take notice of my surroundings, and I do not encourage any OSH violation. If I notice any hazards or defects, I will point them out. By immediately reporting the defects or hazards, I protect myself as well as my colleagues.**

### Example

I notice a defect in the workplace (e.g. uninspected equipment, missing machine cover, damaged cable or water spill on the floor). If, given my expertise, competence and capabilities, I can solve the defect, then I will do so. If not, I will at least take such precautions as are necessary to avoid endangering occupational health and safety. I will report the defect to my supervisor or to the EHS employees.

# Environmental Protection

Our company sees environmental protection as an important part of its long-term vision to preserve a healthy planet for future generations. We are constantly improving our production processes to be as energy efficient and environmentally friendly as possible. Through consistent recycling of all waste, efficient logistics and new innovative solutions, we strive to decrease the impact of our activities on the nature around us. We partner with reputable conservation organisations and organise volunteer events which help improve the environment.

We consider compliance with environmental legal regulations to be a matter of course. We realise that violating such regulations could damage our reputation in the eyes of our customers, business partners and the public. Above all, it would be a departure from our long-standing responsible approach to environmental protection. That is not our path.

## How can I contribute?

**Protecting the environment starts with each and every one of us. Indifference and reliance on others are not the way to go. In my every day work, I use tools, resources and energy in moderation and with efficiency. I try to prevent waste (especially single-use packaging), recycle the waste already produced, print out materials only when necessary, and save water.**

## Example

I notice a leak of operating liquids from a truck parked on the premises. If possible, I immediately try to handle the situation myself or report it to my supervisor or the EHS employees to prevent the leak from reaching the soil or groundwater and causing potential environmental damage.

**” Ensuring safety is one of the basic human needs. If we do not feel safe, we cannot fully concentrate on what we are doing. That is why we do everything that is in our power to secure the safety of our employees. We also focus on protecting the environment and minimising the negative impact of our production on the environment. We are not just passive bystanders. We are always looking for ways to be better.**

**Jakub Laník**  
Head of Environment  
and Health & Safety section

# Product Safety and Quality

We are committed to making sure that customers who buy a Hyundai car are choosing a vehicle of top quality and maximum safety. Therefore, we equip all our models with best-in-class safety features.

Before a vehicle leaves our plant, we thoroughly inspect and test it. It is the only way to guarantee its quality, safety and serviceability.

## How can I contribute?

If I notice any deficiency or error in the manufacturing process or I cause an error myself, I will report it so it can be corrected to ensure the quality of the vehicles. Any error can threaten the safety of our customers. We cannot allow that. Therefore, under no circumstances do I keep such errors or deficiencies to myself.

## Example

When tightening the safety coupling, I cannot get the bolt tight enough because it has a damaged thread. I immediately record and report it so that it can be corrected during the production process and the quality and safety of our vehicles can be ensured.

**” Our aim is customer satisfaction. That is why we make every effort to supply our customers with safe and quality cars. All our processes are checked multiple times to prevent even the smallest error. Our flexibility and the precision of our processes guarantee that our customers get top-quality vehicles.**

**Lukáš Gavlas**

Head of Quality Assurance Department

# 5. We Respect Our Employees

It is our responsibility to provide a quality and safe working environment to all our employees. We make sure people feel comfortable and safe at work. We strongly reject any action which would be discriminatory to our employees. We strive to create an environment where we can grow, learn and evolve without fear of being persecuted or harassed.

We treat our employees with dignity and respect. Child labour and any form of modern slavery are strictly unacceptable, and we have zero tolerance for such practices. We expect the same from all our business partners.

We strictly adhere to all legal regulations and pride ourselves on fair treatment and providing appropriate working conditions. We set wages having regard to the demands of any given position, especially in terms of the required knowledge, experience, skills and associated responsibilities.

We also believe in an individual approach to our employees and respecting their needs. We are aware that the quality of personal life can be reflected in work performance, which is why we actively pursue the concept of work-life balance.



**” All employees deserve an environment where they are treated with respect and dignity. Without those, leadership becomes ineffective, if not impossible.**

**Klára Klepáčová**  
Head of Human Resources

# Equal Opportunities

We see equal opportunities for all, tolerance and diversity as important parts of our company culture and one of the main requisites of our company's development. It is essential that everyone feels safe and confident at work. Only then can one utilise his or her potential to the maximum. We strive to ensure that diversity is firmly embedded in the day-to-day operation of the company.

Our priority is equal treatment of all employees, regardless of their sex, gender, age, religion, race, or sexual orientation, as well as fair opportunities for everybody. That is why we signed the Diversity Charter in 2021, committing to continue actively developing a tolerant and supportive work environment.

## How can I contribute?

**Anyone can become a diversity ambassador, and not just at work. All you have to do is treat people with respect, tolerate their differences and diverse opinions, and not judge them based on their appearance, sex, religion or orientation.**

## Example

A new female colleague has joined the previously exclusively male team in our department. Not long after her onboarding, her supervisor began to treat her rudely and unfairly. Despite the fact that she is a highly qualified and capable employee, the manager assigns her only menial tasks, convinced that she will soon go on maternity leave anyway. For the same reason, the manager does not allow the colleague to attend training sessions. He even makes it harder for her to take a leave of absence. However, the manager treats the other team members fairly. My colleagues and I therefore decided to alert the supervisor of his behaviour. If we see the female colleague is further being disadvantaged, we will contact the Employee Relations Department (ER Partner) or the Legal Department ([see p. 45](#)).

**“ We are a place where the highest value is placed on employees, and relationships are based on respect and dignity. Quality relationships do not just happen; you have to work on them. Healthy relationships are formed where people treat each other with respect, keep their promises and communicate directly. I believe that our Code of Ethics will help with that.**

**Ctirad Václavínek**  
Head of Employee Relations

# Behaviour in the Workplace

Our company culture is based on mutual trust and understanding. We have zero tolerance for any form of bullying, abuse, harassment or unfair treatment. We believe that a positive atmosphere in the workplace is key to the happiness of us all.

We actively work at identifying potential conflicts, monitoring the overall atmosphere in the workplace, and supporting employees in difficult life and work situations. If there is a problem which cannot be resolved with the help of the department supervisor, the employees can approach the ER Partners discreetly and at any time.

The ER Partners represent direct contact between the employees and management. They work in the Employee Relations Department (ER). They have their offices in each shop and are available to employees every day. They aim to seek compromises and sustainable solutions.

You can also submit your complaints through employee representatives, the suggestion boxes or, in serious cases, directly to the Legal Department ([see p. 45](#)).

## How can I contribute?

**I do not turn a blind eye to (potential) problems in the workplace. The sooner the problem is resolved, the fewer consequences there are. If the problem cannot be solved within the department, I can always contact an ER Partner.**



## Example

There is repeated aggression and psychological pressure in our team. These are accompanied by insults and slander. Despite addressing the issue with the supervisor, the problem continues. In that case, I will approach an ER Partner who I will thoroughly brief on the situation. The ER Partner will investigate the entire situation (e.g. by questioning, investigating and communicating with the supervisor) and propose the optimal solution.

# Right to Representation

We respect our employees' fundamental right to form and join trade unions and conduct collective bargaining through them. No one will be treated unfairly in any way for being a member of a trade union.

Professional relations with trade unions are an integral part of HMMC's company culture and the basis for social dialogue. The aim of our long-term cooperation with trade unions is to improve the working conditions of our employees and to establish social balance, i.e., to find compromises to the satisfaction of both parties. We are sure that only cooperation and constructive problem-solving will help us achieve these goals.

# Political Engagement

HMMC is politically neutral. This means that the political activities are fundamentally impartial and solely support the business activities of the company or the Hyundai Motor Group. Any political activities will be carried out in a coordinated, transparent and legal manner.

The involvement of our employees in civic and political affairs is welcome. However, any political engagement must be individual, on one's own time and at one's own expense. No one is authorised to act politically as a representative of HMMC or to give the impression that their political activities are funded by the company. No one may abuse their position at HMMC to persuade other employees to support political entities.



# 6. Our Business Is Responsible and Transparent

We act in a way to make sure that every aspect of our business shows HMMC in the best possible light. We observe the principles of fair competition and are committed to honest and responsible business conduct in our approach towards our partners.



**” We realise that adherence to the Code of Ethics and the general principles of fair treatment of business partners is key for the company’s ongoing success and the basis for building the trust of all our partners. Therefore, we should lead by example and follow the Code of Ethics in our daily activities.**

**Libor Zajíc**  
Head of Purchasing Department

# Fair Competition

We believe that thanks to our quality products and responsible approach, we are able to succeed on the market without resorting to any anti-competitive practices. We strictly observe legal regulations on competition. We always conduct ourselves fairly and honestly and treat our business partners equally.

We do not enter into prohibited agreements with competitors and business partners or abuse our position on the market. In particular, agreements with competitors, suppliers or customers which are intended to restrict competition are prohibited. It is unacceptable for us to exploit any dominant position by unjustified unequal treatment of our business partners or by imposing unreasonable prices.

When dealing with competitors, we take care not to share information that allows for inferences concerning current or future business activities and which might affect fair competition. As a matter of principle, we do not share information about pricing, market allocation, business opportunities, non-public information on production capacity and volumes, or information on business strategies, future product innovations or investments with our competitors.

## How can I contribute?

**It is considered good practice to treat all business partners fairly and decently. I do not discuss commercially sensitive matters with competitors. When unsure how to proceed, I will check with the Legal Department.**



## Example

A friend of mine who works for a competitor approaches me with a proposal that we stop working with one of our suppliers and transfer its production capacity to this competitor. In return, he offers the same in relation to another of their suppliers. He justifies the proposal on the grounds that this will give both companies a better bargaining position and thus save money. I reject such a proposal immediately. It could distort fair competition, so I inform the Legal Department immediately.

# Confidential Information and Intellectual Property

We protect privacy and personal data, as well as any other confidential information, whether it relates to the company, our business partners or any other parties, with the same commitment.

What is confidential information? It usually relates to production processes, new products, product development, business plans and results, relationships with our business partners or pricing data. Some of the information may even constitute trade secrets or be protected by intellectual property rights (e.g. patents, industrial designs, utility models, trademarks, etc.).

Careful handling of confidential information and intellectual property and maximum protection thereof presents a competitive advantage on the market. It is also equally important to protect confidential information or intellectual property of business partners and third parties and to avoid infringement thereof. This could have serious consequences not only for our company.

## How can I contribute?

**I take care to protect confidential information in any form. I do not leave it freely accessible. I only allow access to confidential information to those within the company who need it to perform their work and who are authorised to access it. I do not share sensitive information on the company's or third parties' products and know-how with other business partners.**



## Example

A business partner approaches me with an offer to develop and supply a component at a lower price than the current supplier. However, in order to develop the component, the business partner requires a detailed description of the current supplier's technical solution for the component. Since the component of the current supplier is patent-protected and detailed technical information is considered confidential, I will not provide any information.

# Accounting, Tax and Customs Obligations

We believe that by keeping accurate records, we can achieve transparency, which is essential for maintaining the trust of our customers and business partners, as well as the public. Transparency is ensured, among other things, by the independence and impartiality of the relevant departments of the Finance Division that work with accounting and business records as the processors of accounting and tax cases without being otherwise involved in business relations. We strictly comply with all tax and customs regulations. We maintain complete and accurate accounting records in accordance with legal regulations, standards and HMMC's internal rules.

Inaccurate or incomplete records could pose a risk that the company management and the Hyundai Motor Group will make decisions based on incorrect information. Similarly, keeping inaccurate or incomplete accounting or business records can expose HMMC to significant penalties. In addition to the financial impact, this could also result in significant damage to our company's reputation.

## How can I contribute?

**Fulfilling accounting, tax and customs obligations is not the sole responsibility of the Finance Division, but of each and every one of us. Therefore, I consistently follow the set processes (budget approval, orders and delivery of goods and services, settlement of invoices) and only indicate true and accurate information on all related documents so that any transaction is duly and transparently recorded and can be reviewed.**

**” Established rules of conduct are important. But it is even more important to follow these rules. In our work, it is necessary to internalise them. This means we always need to act with due professional care and constantly remind ourselves of the trust that has been placed in us, that we are responsible for the company's assets and that we cannot betray that trust.**

**Lukáš Hrnčířík**

Head of Treasury Department

## Example

The tax document received from the supplier contains inaccurate information. Along with the tax document, the supplier e-mailed the number of the bank account to which the amount is to be paid but did not include it in the tax document itself. Therefore, I make sure that the supplier corrects the inaccurate information in the tax document and includes the payment details (bank account number).

# Anti-Money Laundering Measures

In a globalised world, any company, including ours, can become a target or a means in the process of money laundering or financing of terrorism. Involvement in money laundering can result in criminal prosecution, severe penalties and significant loss of reputation. It is therefore of the utmost importance to protect the company from any possible, even inadvertent, involvement in such activities.

Even though the company works with verified and reputable business partners, there is a constant need to be cautious of practices that may be indicative of money laundering, such as requesting or accepting payments from third parties.

HMMC has strict rules for accepting and sending payments, which constitute the maximum possible prevention of involvement in money laundering and financing of terrorism

## How can I contribute?

Should I have any suspicion regarding payment terms or requests of a business partner concerning a change of a bank account, I will always follow the internal guidelines, which precisely define the process for registering new or changing the existing bank accounts of the suppliers, or contact the Treasury Department.



## Example

A business partner with whom we have recently established cooperation unusually requests payment to an account of its subsidiary, which is based in a “tax haven”. I check with the business partner whether they insist on such a request and what is the reason for this payment method. I contact the Treasury Department and present the information acquired for review.

# Personal Data Protection

The privacy and protection of the personal data of our employees, as well as other individuals, is one of our priorities. We are fully aware of the consequences that careless handling of personal data and breach of privacy can entail. Therefore, we take great care to ensure the secure, appropriate and transparent processing of such data, always in accordance with the applicable legal regulations.

We collect and handle personal data:

- only if we have a legal basis and legitimate purpose for doing so;
- only for the necessary period and to the necessary extent;
- only when ensuring due safeguards against loss, alteration or disclosure of and unauthorised access to personal data.

All persons involved in the processing of personal data are bound by the confidentiality obligation or contractually obliged to ensure the due security of personal data.

## How can I contribute?

**In my work, I always keep the rules for the processing of personal data in mind. In case of any doubts, whether in relation to existing or newly introduced processes and activities, I will contact the Legal Department, which will assess the situation and propose appropriate measures if necessary.**



## Example

Our department is considering cooperation with a new supplier where the supplier requires access to a significant amount of personal data of the employees. I have doubts regarding such requirements of the supplier and contact the Legal Department. In cooperation with the Legal Department, it will be ensured that the supplier will only have access to the personal data necessary for the provision of its service.

# 7. Fight against Corruption

Corruption is an objectionable practice inherent to humanity since the dawn of civilisation. In our company, we know that we can achieve our goals without it. Corruption in any form undermines the fair market and equality of businesses and can significantly damage the reputation or assets of HMMC. Therefore, we do not tolerate corrupt practices - without exception.



**” Our company organises annual procurement in the amount of several billion Czech crowns. Eliminating any corruption and conflicts of interest is essential for our business. Due to the right measures we are able to prevent such harmful practices and protect company’s reputation.**

**David Valenta**  
Head of Legal Department

# Bribery

Bribery constitutes any offer or acceptance of anything that could be considered a bribe for the purpose of influencing a decision or gaining an advantage. Anyone who has been offered, promised or asked for a bribe must report it immediately.

You should pay particular attention when giving and receiving gifts or other benefits, such as invitations to social or sports events. Regardless of the intention of the persons giving and receiving the gift, it is necessary to avoid situations that could give the impression that the gift or other benefit may constitute a bribe or influence the decisions of the persons concerned.

To minimise the risk of a gift or other benefit being considered a bribe, it is necessary to observe the following principles. A gift or other benefit:

- must be free of any intention to influence the judgement or actions of the recipient;
- must be of reasonable value and frequency;
- must be gifted/received openly and transparently;
- must not be gifted/received at an inappropriate time (e.g. during an ongoing supplier selection process, when concluding a contract, etc.).

Gifts and other benefits contrary to the rules above or the detailed rules set forth in the internal guidelines of HMMC must be refused and returned.

## How can I contribute?

**I strictly observe HMMC's internal rules for accepting and giving gifts. If I am aware of any bribe, whether offered, accepted or suspected, I will report it immediately. This way, I can protect both myself and the company.**

## Example

During a supplier selection process, one of the bidders asks for a price that it should offer in order to be selected in the process. The supplier promises a gift certificate of considerable value in exchange for this information. The gift certificate offered could be considered a bribe. Sharing information on quotations with the bidders is also prohibited. Therefore, I reject the supplier's offer and immediately report it to my supervisor or the Legal Department ([see p. 45](#)).

# Conflict of Interest

Conflict of interest may occur in the case of personal interests (personal benefit, benefit to a close person or detriment to a third party), which are contrary to the interests of HMMC. Conflict of interest can take many forms. In particular, it can arise in the following situations:

- business cooperation with relatives or acquaintances;
- relationship between relatives in the workplace, especially of superiority or subordination;
- ownership of a share in a competitor or business partner.

The existence of a conflict of interest concerning HMMC may result in damage to assets or reputation and loss of trust, whether on the part of the employees, business partners or customers. Each of us is therefore obliged to prevent conflict of interest and to report it immediately if such a conflict of interest arises or could arise. We make all decisions in the best interests of the company.

## How can I contribute?

**I try to avoid situations where I might be suspected of having a conflict of interest, and I expect the same from my colleagues. If I am aware that my or someone else's judgment may be influenced by personal interests, I will report it to my supervisor or the Legal Department (see p. 45).**

## Example

The wife of my good friend is the head of the sales department of one of the bidders in a selection process. Even though I have nothing but good intentions, to avoid any doubts, I report the potential conflict of interest to my supervisor, who will delegate the selection process to another member of the team.



# 8. How to Make a Report?

Each of us contributes to the ethical operation of our company with our conduct in accordance with this Code of Ethics and by respecting other rules. However, it is equally important to pay attention to our surroundings.

To ensure the ethical operation and protect the reputation and business of HMMC, it is essential to report even suspected violations of the Code of Ethics or the rules and guidelines of the company.

**If you witness any harmful conduct, report it. This way, you are protecting yourself as well.**

To report harmful conduct, you do not need to know all the details or be 100% sure that a violation of rules is indeed occurring. Likewise, it is not necessary to gather all the evidence to make a report. You can make a report based only on suspicion if it is reasonable. However, in no case are you allowed to make deliberately false reports or reports with the sole aim of harming anyone.

## How to submit a report?

You can make a report through HMMC's internal reporting channels, which are set up in accordance with legislation on whistleblowers' protection.

Detailed information about HMMC's internal reporting channels, including information on designated persons, can be found at <https://hyundai-motor.cz/en/about-company/submit-a-report/>

A report can be submitted:

1. By completing the web form at the above address
2. By e-mail to [compliance@hyundai-motor.cz](mailto:compliance@hyundai-motor.cz)
3. In person, by e-mail or telephone to the designated persons

## Non-Retaliation and confidentiality

There is no need to worry. Whoever makes a report in good faith shall not be punished for submitting such a report. On the contrary, the protection of whistle-blowers is a top priority. The identity and any information provided in the report may only be disclosed to the extent necessary for a due investigation of the report. Other persons cooperating with the investigation are protected in the same way.

Any report can be made anonymously. However, in such a case, this may limit the Legal Department in investigating the report.

## How do we handle reports?

We take all reports seriously. After we receive a report, we gather all the necessary information and duly investigate it. We will take adequate steps to remedy the situation based on the outcome of the investigation. Each whistle-blower is notified of the outcome of the investigation.

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