

## SIA "DIŽOZOLS PLUS" WHISTLEBLOWING POLICY

1. SIA "DIŽOZOLS PLUS" supports openness and the raising of alarms in the workplace, rather than discouraging such actions.
2. The alarm raiser can be a natural person who provides information about a possible violation that may harm the interests of the company and/or the public, if the person considers this information to be true and obtained while performing work duties or establishing legal relationships related to work duties.
3. The alarm raiser is entitled to raise an alarm about any violation that harms public interests, especially regarding the following violations: corruption, fraud, security hazards, environmental hazards, threats to public order, human rights violations, and others.
4. From the moment the alarm raiser's report is received, the identity of the alarm raiser is not disclosed to unauthorized persons. The employee in the report must indicate that it is considered an alarm-raising report and must comply with the other requirements specified in applicable legislation regarding the raising of alarms.
5. The alarm raiser conscientiously and responsibly evaluates whether the provided information is true and reliable. The company does not tolerate any reprisals or negative treatment against an employee who has raised an alarm.
6. The personal data of the alarm raiser, the report, and any written or material evidence attached to the report, as well as the materials related to the examination of the alarm-raising report, have restricted accessibility and status of information.
7. Within the company, the person who has received the alarm-raising report or is involved in any actions related to it has the duty to ensure proper protection of the alarm raiser's personal data. The alarm raiser's personal data may only be disclosed to persons (institutions) who need it for the examination of the alarm-raising report or initiation of proceedings based on it or for the protection of the alarm raiser or their relatives.
8. It is prohibited to disclose information that reveals the identity of the alarm raiser. This information may only be provided to the person or institution that needs it for the examination of the alarm-raising report or initiation of proceedings based on it or for the protection of the alarm raiser or their relatives.
9. From the moment the alarm raiser raises an alarm, the company ensures their rights to all the protection guarantees and rights stipulated in the Whistleblower Protection Law for the alarm-raising person, their relatives, and related persons.
10. Alarm-raising reports are examined by the Ethics Committee and must be sent electronically to the email address [etika@dizozols.lv](mailto:etika@dizozols.lv), with the indication "Trauksmes cēlāja ziņojums" (Whistleblower report), or by mail, sending the report to SIA "DIŽOZOLS PLUS," Granīta iela 32 k-13, Salaspils pag., Acone, LV-2119, Latvia, and marking the envelope as "Trauksmes celšana" (Whistleblowing).

11. When reporting a violation, the internal alarm raiser must provide the following information:
  1. The informant's name, surname, and contact information.
  2. Detailed information regarding the violation (or possible violation), specifying facts and involved parties, and attaching evidence if available.
  3. Information on how the information about the violation was obtained (e.g., while performing work duties).
  4. Information on whether the violation has been reported before.