

WHISTLEBLOWING POLICY - PROCEDURE FOR FILING COMPLAINTS

- This procedure is put in place for employees to follow if they have genuine concerns about a colleague's conduct or the organization's practices.
- The procedure allows the employee to raise his or her concerns with a nominated person and sets out the steps that the employer will take in response.
- The objective of this procedure is to allow any employee to make disclosures without fear of reprisals

Any employee who wishes to report any acts or omissions, taken by any other party that is related to CON-A, that constitute a breach of internal regulations, policies or codes or of the legislation must address his or her concerns to the Personnel Department, whether the offense is of financial nature or has caused any sort of damage.

Complaints can be made on issues like (but not limited to) violation of labor norms and labor legislation (forced labor, child labor, illegal employments, discrimination, harassment, human rights), violation of the fair business practices (corruption, bribery, breach of confidentiality or information security, improper use of company assets/funds, conflict of interest).

Nevertheless filing a complaint in the company does not prevent from the obligation to report any acts that involve illegality to the proper authorities.

The persons who wish to file a complaint must complete a report detailing the acts or omissions thereof that have lead to concerns. These reports can be filed anonymously but in order to support the investigation that will follow, we recommend that the person sign his / her name or inform the investigation committee. If possible, evidence of the breach will be provided.

Reports of complaints can be sent to the email address personal@cona.ro. A committee will be set to carry out the investigation, with discretion and confidentiality will be maintained by all parties involved.

At the conclusion of the investigation, if the complaints reported are found to be true, disciplinary actions shall be taken depending on the gravity of each case, but confidentiality on the matter shall be kept.

CEO
Eng. Sorin Cristea

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