

Schwarz Produktion Stiftung & Co. KG
Langendorfer Straße 23, 06667 Weißenfels

Procedural guidelines for the grievance mechanism

Scope

The grievance mechanism is available to external persons and company employees to report

- environmental or human right risks,
- violations of environmental or human rights obligations that have arisen due to business activities within the company's own organization, or
- violations of environmental or human rights obligations that have arisen due to the business activities of a direct or indirect supplier of the company.

Grievance channel

Reports and grievances can be submitted via the online reporting system by selecting the topic "**Violations of human rights, social and environmental standards**": Details of the report can be entered in the input screen of the online reporting system.

[Online reporting system](#)

Reports and grievances can be also submitted via

the Compliance Officer & Dispute Resolution Officer Dr. Jens Rudolph:
phone +49 3443 8006 430
Email compliance@schwarz-produktion.com
Email streitbeilegung@schwarz-produktion.com

or via our external counsel Dr. Margarete Gräfin von Galen:

Mommсенstraße 45
10629 Berlin
Phone +49 30 3101 820
Fax +49 30 3101 8220
Email galen@galen.de.

Grievance mechanism - procedure

Reports received via the grievance channel are handled by the Legal & Compliance department. If contact details were provided, whistleblowers will receive a confirmation of receipt of their report within 7 days. Reports received via the grievance channel will be assessed for compliance relevance. A report is compliance-relevant if there is reasonable suspicion of a compliance violation within the stated scope (see *Scope* above) or a risk in this regard.

The facts will then be assessed to determine the appropriate action to take if necessary. In the absence of compliance relevance, the procedure is discontinued and the whistleblower notified accordingly. All reports are processed in strict confidence. Personal data will only be transferred in observance of the provisions of data protection law and to the extent necessary to clarify the matter.

Protection against discrimination and punishment

Binding internal rules ensure that whistleblowers are protected against discrimination and punishment for submitting a report.

Contact: compliance@schwarz-produktion.com