

INTERNAL REPORT FORM
AT THE PRODUCTION PLANT OF BEMPRESA SP. Z O.O. WITH ITS REGISTERED OFFICE IN LUBLIN

INFORMATION	This form is used to report violations of the law at the Bempresa Sp. z o.o. production plant based in Lublin, hereinafter referred to as the Company. The information provided in the form is subject to confidentiality in accordance with the Internal Reporting Procedure in force at the Company. The rules for handling reports and communicating with whistleblowers are set out in the Internal Reporting Procedure.	
INSTRUCTIONS	1. Fill in the form in accordance with the information below. 2. The report may concern an action or omission that is unlawful or intended to circumvent the law. 3. You should learn about the violation of the law in a work-related context (these are past, present, or future activities related to the performance of work (based on an employment relationship or other legal relationship or the performance of a function) in a legal entity or for a legal entity).	
		Mark "X" to indicate the scope of your report (§ 1(1) of the Internal Reporting Procedure)
SUBJECT OF THE REPORT <i>(please indicate the subject of the report, in accordance with §1(1) of the Internal Reporting Procedure and Article 3(1) of the Act of June 14, 2024 on the protection of whistleblowers (Journal of Laws 2024.928 of June 24, 2024), specifying which category or categories of regulations listed below apply to the report)</i>	1. Corruption	
	2. Public procurement	
	3. Financial services, products, and markets	
	4. Anti-money laundering and countering the financing of terrorism	
	5. Product safety and compliance	
	6. Transport safety	
	7. Environmental protection	
	8. Radiological protection and nuclear safety	
	9. Food and feed safety	
	10. Animal health and welfare	
	11. Public health	
	12. Consumer protection	
	13. Privacy and personal data protection	

	14. Security of networks and information systems		
	15. Financial interests of the State Treasury of the Republic of Poland, local government units, and the European Union		
	16. The internal market of the European Union, including public law rules on competition and state aid, and taxation of legal persons		
	17. Constitutional freedoms and human and civil rights - occurring in relations between individuals and public authorities and not related to the areas indicated in points 1-16		
	18. Cases of violations of employee rights, including discrimination, mobbing, harassment, or other forms of mistreatment.		
	Is the report anonymous?	YES	NO
PERSON SUBMITTING THE REPORT (unless the report is anonymous)	1. First and last name		
	2. Contact address (including email)		
	3. Connection with the Company – please indicate your relationship with the Company. 1) employee; 2) former employee; 3) job applicant; 4) person performing work on a basis other than an employment relationship, including on the basis of a civil law contract; 5) entrepreneur; 6) intern; 7) volunteer; 8) trainee; 9) other (what?)		
	I request that my personal data be kept confidential	YES	NO

CONTEXT OF THE DISCLOSED VIOLATION IN CONNECTION WORK AT THE COMPANY	Explain why the reported violation is related to work at the Company? <i>(describe the context of the reported violation in relation to work – in particular, past, present, or future activities related to the performance of work (based on an employment relationship or other legal relationship or the performance of functions) in a legal entity or for a legal entity, i.e., at the Bempresa Sp. z o.o. Production Plant or on its behalf)</i>	
PERSON TO WHOM THE NOTIFICATION RELATES <i>(indicate a natural person, legal person, or organizational unit without legal personality, to whom the law grants legal capacity, indicated in the report as the person who has committed a violation of the law or with whom that person is associated)</i>	1. First and last name	
	2. Position held in the Company	
CONTENT OF THE REPORT	1. What violation(s) of the law are you reporting?	
	2. What was/were the violation(s) of the law?	
	3. When did the violation(s) of the law take place?	
	4. Where did the violation(s) of the law take place?	
	5. Who witnessed the violation(s) of the law?	

	6. How did the violation(s) of the law occur?	
	7. What else would you like to add to the report?	
EVIDENCE	1. What evidence are you submitting (attaching to the application)? List and attach all	Answer
	2. What witnesses are you reporting? List them and provide their contact details (if possible).	
ADDITIONAL INFORMATION	Have you reported this violation/these violations of the law before? If so, when, to whom, and in what form? Did you receive a response to your report? If you received a response to your report, what was it?	Response

.....
 (Whistleblower's signature)*
 (does not apply to anonymous reports)

**If the reporter does not provide an address, no confirmation of receipt of the report or feedback on planned or taken follow-up actions will be sent.

☐ I declare that I have read and accept the content of the GDPR Information Clause attached to the Application Form.

☐ I declare that I am fully aware of the possible legal consequences of reporting irregularities in bad faith, i.e. when I know or, with due diligence, should know that the reported irregularities are untrue or have no reasonable basis, and that the proceedings initiated may have negative consequences for the addressee.

☐ I declare that I agree to receive confirmation of receipt of this report at the above contact address.

.....
(Whistleblower's signature)*

(does not apply to anonymous reports)

INFORMATION CLAUSE - WHISTLEBLOWERS AND OTHER ADDRESSEES OF INTERNAL REPORTING PROCEDURES UNDER THE WHISTLEBLOWER PROTECTION ACT

1. The Personal Data Controller within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as GDPR) is Zakład Produkcyjny Bempresa Sp. z o.o. with its registered office in Lublin, KRS: 0000046334, NIP 7141768149, REGON 431668827 (address: ul. Anny Walentynowicz 34, 20-328 Lublin, hereinafter referred to as the Administrator).
2. The Administrator processes personal data for the purposes of analysis, verification and clarification of reported irregularities as part of an internal report. The personal data provided will be processed for the period necessary to clarify the matter, no longer than 5 years from the date of receipt of the report, and will then be deleted.
3. Purpose and basis for the processing of personal data:
 - a) processing of data of persons reporting breaches, persons included in the report under the Internal Reporting Procedure – based on Article 6(1)(c) and (e) of the GDPR in conjunction with Directive (EU) 2019/1937 of the European Parliament and of the Council of October 23, 2019 on the protection of persons reporting on breaches of Union law (EU) 2019/1937 of October 23, 2019 on the protection of persons reporting on breaches of Union law;
 - b) processing of personal data in connection with the investigation of a breach under the Internal Reporting Procedure – based on Article 6 (1)(f) of the GDPR (legitimate interest of the Controller).
4. In certain situations, the Administrator has the right to transfer data further (if necessary) in order to perform tasks (to entities

processors, other data recipients involved in the processing) or to entities authorized by law.

5. In connection with the processing of personal data by the Administrator, you have the following rights:
 - a) if the legal basis is Article 6(1)(c) of the GDPR:
 - the right to access the content of the data,
 - the right to rectify the data,
 - the right to restrict the processing of data;
 - b) if the legal basis is Article 6(1)(e) or (f) of the GDPR:
 - the right to access the content of the data,
 - the right to rectify the data,
 - the right to erasure (right to be forgotten),
 - the right to restrict processing,
 - the right to object to the processing of data
6. In the event of violations by the Administrator regarding the security of data processing, it is possible to lodge a complaint with the supervisory authority responsible for personal data protection, i.e. the President of the Personal Data Protection Office. The current address of the supervisory authority is: President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw.
7. Providing personal data is voluntary, but necessary for the purposes set out above, except for purposes resulting from legal provisions, where providing data is mandatory.
8. The data will not be subject to automated decision-making, including in the form of profiling.
9. Data not will be transferred to a third country or an international organization with the exception of situations resulting from legal provisions.