

English:

Speak Up and Investigation Process

At Siegfried, maintaining a strong culture of integrity is essential to upholding high ethical standards and ensuring a responsible working environment. To support transparency and accountability, confidential reporting channels and a structured investigation process are in place to address potential misconduct.

1. Submission of a Report

Reports can be submitted through Siegfried's confidential Speak Up platform (www.siegfried.ethicspoint.com) or via email at integrity@siegfried.ch. Reports may also be submitted anonymously. Providing relevant details, such as the individuals involved, the timeframe, and any supporting information.

2. Receipt and Initial Review

All reports are received by the Integrity Office and formally registered. The Integrity Office conducts an initial assessment to evaluate the nature of the concern and determine whether further investigation is required.

3. Investigation

If necessary, the Integrity Office initiates an investigation within seven days of the report submission. This may include gathering documentation, consulting relevant stakeholders, and involving internal or external experts where appropriate. All cases are handled confidentially and in accordance with applicable policies and legal requirements.

4. Outcome and Remediation

Following the investigation, the findings are evaluated. If misconduct is confirmed, appropriate corrective or disciplinary measures are taken in line with company policies. Certain information may remain confidential to protect the privacy of the individuals involved.