

Getinge

## Rules of Procedure for SpeakUp Cases

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## Contents

1	Purpose.....	3
2	Scope .....	3
3	Who can submit a SpeakUp report.....	3
4	Where can I make a SpeakUp report? .....	3
5	Who has access to my SpeakUp report? .....	3
6	Is the SpeakUp report kept confidential? .....	4
7	Can I make SpeakUp reports anonymously? .....	4
8	Will my SpeakUp report always be processed and handled by someone?.....	4
9	How is the SpeakUp report handled? .....	4
10	Will I be able to receive updates on how my SpeakUp report is handled? .....	5
11	What about retaliation? .....	5

## 1 Purpose

The purpose of this Rules of Procedure for SpeakUp cases (herein referred to as the Procedure) is to describe the process of raising concerns regarded suspected misconduct in accordance with Section 8 of the German Act on Corporate Due Diligence Obligations in Supply Chains (Lieferkettensorgfaltspflichtengesetz – LkSG) to fulfill human rights and environment-related due diligence obligations and track implementations of these requirements.

## 2 Scope

This Procedure is valid for all Getinge companies, its subsidiaries, and joint operations (jointly “Getinge”) and applies to all employees and directors, as well as consultants and agency personnel who work at Getinge premises or under the direction of Getinge (all referred to in this directive as “employees”) as well as external parties.

This Procedure specifically relates to the reporting of any behavior or activity that can be classified as a violation of human rights or environmental issues.

## 3 Who can submit a SpeakUp report?

Anyone who identifies a breach against human rights or environmental issues. The reporting can be done by Getinge employees or consultants, external individuals and other organizations.

## 4 Where can I make a SpeakUp report?

You may raise concern through various reporting lines.

SpeakUp reports can be submitted via EthicsPoint ([EthicsPoint - Getinge](#)), which is a web-based SpeakUp Line. The SpeakUp line is available 24 hours a day, 7 days a week. You enter your report in a web-based template where you can give all necessary details of the case.

EthicsPoint also provides the ability to make a report via telephone in multiple languages. The number for a specific country is found on the website [EthicsPoint - Getinge](#), just scroll down to your selected country and you will be able to make a report in your local language.

It is also possible to connect directly with an individual in the Global Ethics & Compliance team, and you may also contact other legal personnel, Human Resources, employee representatives or company managers. A personal meeting can also be requested with these individuals.

## 5 Who has access to my SpeakUp report?

The central Getinge Investigations team will receive and process the SpeakUp report. The team, lead by the Head of Special Investigations, handles all incoming reports together with the Internal Investigations team. The Investigations team reports to the Head of Ethics & Compliance as well as the Ethics Committee.

Getinge may contact the reporter if more information is needed to investigate the case and the German Supply Chain Due Diligence Act (LkSG) may require us to discuss the report with you.

## **6 Is the SpeakUp report kept confidential?**

Yes. When the SpeakUp report is made through the SpeakUp Line, the report will be made available to us by an unaffiliated third party. Your confidentiality will be respected. Only a limited number of individual and internal stakeholders will get insight to the case.

## **7 Can I make SpeakUp reports anonymously?**

Yes. Anonymous reporting is available unless restricted by law. As we have an external provider for our SpeakUp line, Getinge is not able to identify who made the report if it is submitted anonymously.

## **8 Will my SpeakUp report always be processed and handled by someone?**

Yes. The Investigations team takes all SpeakUp reports seriously, and the Investigation team reviews every report that is received. An assessment is made of the report before processing the reported issue and the team may request additional information from the reporter if deemed necessary to proceed with an investigation.

## **9 How is the SpeakUp report handled?**

Depending on the issue reported, and the severity of the matter, the SpeakUp report can be handled in different ways. The Investigations team can handle the investigation themselves or involve other relevant parties to participate in the investigation. The goal is to finalize the investigation within 60 days, however, depending on the availability of interviewees and the information identified, the investigation may take longer.

The report may also be forwarded to other members of Getinge, such as local management, Human Resources, or other relevant roles within the Company. If deemed necessary, local authorities will be informed.

During the investigation, the Investigation team will interview the SpeakUp reporter (if possible), witnesses and other affected parties, or matter experts. The team will also review relevant documentation and analyze electronic data when needed. The investigation will draw fact-based conclusions based on the information identified through interviews and analysis.

When the investigation is finalized and conclusions has been drawn, the result is summarized in an Investigation Report. The results are distributed to relevant internal stakeholders and may include recommendations of disciplinary actions or other remediations.

## **10 Will I be able to receive updates on how my SpeakUp report is handled?**

Yes. Within 7 days of submitting the SpeakUp report, you will receive an acknowledgement of the receipt from Getinge. You will also get a status update within 3 months of submitting the report, and information of when the case has been closed.

If the report has been submitted through the SpeakUp Line's web-based template or through telephone, you will receive a username and password upon submitting the report. The username and password can be used to log on to your report and keep track of any communication you receive from the Investigations team or submit additional information.

## **11 What about retaliation?**

Getinge strictly prohibits retaliation or the threat of retaliation against anyone who raises ethics and compliance concerns. If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the reporter. If, however, individuals make malicious or vexatious allegations, non-retaliation protection is lost and, a disciplinary action may be considered against the individual making such allegation.

If you or anyone else believes they are being, or have been, retaliated against, you should inform Getinge immediately through any of the above-mentioned reporting channels.