

KENDRION N.V.

SPEAK-UP PROCEDURE
举报流程

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"[...] If you do have values before you go in, you should write them down. And if you find something that feels wrong, smells wrong, looks wrong, and you are waiting for somebody to do something about it, I want you to remember: you are the person you are waiting for. We are never more than a single decision away from doing something.

"[...]如果在参与之前的确持有某些价值观，应该把它们写下来。如果注意到一些感觉不对、气味不对、看来不对的事情，并且等待旁人对此采取行动，那么我希望您记住：您就是那个自己在等待的人。只需一个决定，就能开始行动[...]"

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[Internal]

1. Introduction 引言

The principles established in our Code of Conduct reflect the main values that guide all of us in the performance of our duties and the actions we take in a variety of circumstances and situations.

行为准则所确立的原则反映了我们的主要价值观，此类价值观指导所有人在各种情况下履行职责并采取行动。

We encourage our employees who have a concern about a violation or suspected violation of our Code of Conduct or related internal policies to speak up and express their concerns. We foster a culture in which everyone feels comfortable to raise such concerns, without fear of retaliation or other action against employees who have reported their concerns in good faith and on reasonable grounds.

鼓励对违反或疑似违反行为准则或相关内部政策有所关注的员工说出他们的关注问题。我们树立了一种文化，在这种文化中，每个人都可以放心地提出此类关注点，出于诚信且依据合理理由提出关注问题的员工，您无需担心会被报复或被采取其他不利的行为。

This **Speak-up Procedure** provides guidance on how to raise your concerns and the way in which your concerns are handled.

本**举报流程**就如何提出您所关注的问题及其处理方法提供指导。

Always remember that you have the right to **speak up!**

始终铭记，您有权**发声!**

2. SPEAK-UP PROCEDURE: WHY, WHO, WHAT AND HOW?

举报流程：原因，使用者，内容以及如何举报？

2.1 Why are you encouraged to speak up?

为何鼓励举报行为？

We are committed to conducting business with honesty and integrity. We foster a culture of transparency and accountability to prevent illegal, prohibited or otherwise improper conduct. Only in an environment where employees feel empowered to ask questions and to raise their concerns, we uphold the values and commitments of our Code of Conduct.

我司致力于诚实正直地开展业务、树立透明和问责的文化，以防止非法、禁止或任何其他不当行为。只有在一个能让员工感到有权提问并表达其关注的环境中，我们才能始终秉承我们的行为准则、价值观和承诺。

2.2 Who can use this Speak-up Procedure?

谁可以使用本举报流程？

All employees, including directors, managers, freelancers, temporary workers, or trainees, whether working part-time or full-time, are encouraged to raise their concerns about suspected violations of our Code of Conduct and related internal policies.

我们鼓励所有员工，包括董事、经理、自由工作者、临时员工或培训生（兼职或全职不论），就疑似违反行为准则和相关内部政策的行为提出关注。

2.3 What kind of concerns can you raise?

能提出何种关注？

If you have reasonable grounds to suspect any irregularity or violation of the Code of Conduct or related internal policies, you are advised to report your concern. Our Code of Conduct can be found on our corporate website at www.kendrion.com under 'Governance' under 'Principles and Procedures' and on our intranet under 'Legal and Compliance' under 'Code of Conduct and Speak-up'.

如果您有合理理由怀疑存在违规或违反行为准则或相关内部政策的行为，应对此提出关注。可以在公司网站www.kendrion.com“原则和流程”下的子目录“管理”中查询行为准则，也可以在内联网“法律与合规”下的子目录《行为准则与举报》中查询。

Examples of irregularities or violations you should always consider reporting include without limitation:

应被注意、应予以举报的疑似违规行为，包括但不限于：

- Situations that may (possibly) endanger public health, threaten the safety of people, the environment or proper functioning of a public service or a business.
可能（或许）会危害公共健康、威胁人员安全、环境或公共服务、或企业正常运作的情况。
- (Sexual) harassment or any other form of unacceptable behavior.
（性）骚扰或任何其他形式的不可接受行为。
- Abuse of authority, including instructions not to report a suspected irregularity under this **Speak-up Procedure**.
滥用权力，包括（上级）所指示的禁止根据本**举报流程**汇报疑似违规行为的指令。
- Criminal offence (e.g. theft, fraud).
刑事犯罪（如盗窃、欺诈）。
- (Intentional) provision of incorrect information to public authorities.
（故意）向公共部门提供错误信息。
- Questionable or inappropriate accounting practices, internal controls, or auditing matters.
可疑或不当的会计操作、内部控制措施或审计事项。
- Any other conduct that could have a detrimental or adverse effect on the reputation or financial position of Kendrion.
任何其他可能对Kendrion的声誉或财务状况产生不利影响的行为。
- An intentional suppression, destruction or manipulation of information regarding or relating to any suspicion referred to above.
故意压制、销毁或操控与上述所有可疑情况有关的信息。

Kendrion acknowledges the importance of reporting suspected irregularities and violations and will trust on the judgment of employees to report in good faith and on reasonable grounds.

Kendrion认识到对疑似违规行为予以举报的重要性，相信员工的判断力，出于诚信且依据合理理由予以举报。

2.4 How to speak up?

如何举报？

2.4.1 Normal reporting procedures

常规举报流程

Employees can always report a suspected irregularity or violation through normal reporting procedures. This means that employees are encouraged to firstly contact their direct manager or higher management within the hierarchical line or their HR manager. In most cases this should result in quick and effective resolution of the concern raised.

员工始终可以通过常规举报流程报告疑似违规行为。这意味着鼓励员工首先联系其直属经理、上级管理层或人力资源经理。在大多数情况下能迅速且有效地解决所提出的关注事项。

Remember, where reasonably possible, focus should remain on establishing an open dialogue since we feel this is the best way to raise and address concerns.

请记住，在合理可能的情况下，重点应始终放在建立公开对话上，因为我们认为这是提出和解决关注事项的最佳方式。

2.4.2 Direct report to Kendrion's Compliance Committee

直接向Kendrion合规委员会汇报

If you consider reporting a suspected irregularity to your own manager, higher management, or HR manager inappropriate, you may report your concerns directly to (a member of) the Compliance Committee. You may also choose to report your concerns to the Compliance Committee in addition to your manager, higher management, or HR manager.

如果您认为向自己的经理、上级管理层或人力资源经理举报疑似违规行为有所不妥，可以直接向合规委员会（成员）汇报。您也可以在向经理、上级管理人员或人力资源经理汇报的同时向合规委员会汇报。

The Compliance Committee consists of the Chief Financial Officer (CFO), Group HR and the General Counsel & Company Secretary. Their contact details can be found on our intranet under 'Legal and Compliance'. The role and responsibilities of the Compliance Committee are recorded in a Compliance Committee Charter which can be found on our intranet under 'Legal and Compliance'.

合规委员会由首席财务官（CFO）、集团人力资源部和法律总顾问兼公司秘书组成。可在内联网“法律与合规”下查询到他们的联系方式。合规委员会的角色和职责记录在合规委员会章程中，可在内联网“法律与合规”下查询到该章程。

If you have doubts or questions about reporting, you may always ask a Compliance Committee member for advice in confidence prior to discussing or reporting a concern.

如您对举报有所疑问，在讨论或报告关注事项之前，可以随时私下向合规委员会成员寻求建议。

2.4.3 Using the **SpeakUp Line**

使用**SpeakUp热线**

If you consider reporting a suspected irregularity through the normal reporting procedures inappropriate, you may also use the **SpeakUp Line**. Through the **SpeakUp Line** employees can raise their concerns anonymously and without barriers.

如果您认为通过常规举报流程举报疑似违规行为有所不妥，也可以使用**SpeakUp热线**。通过**SpeakUp热线**，员工可以匿名且顺畅地提出他们所关注的事项。

The **SpeakUp Line** is globally available twenty-four hours a day and can be reached by phone, app or by using the web-based service. By using the **SpeakUp Line** you can report anonymously and in your own language. This service is managed by an independent party named 'People InTouch B.V.'.

SpeakUp热线全天24小时在全球范围内提供服务，可以通过电话、应用程序或使用网络应用服务接入。通过**SpeakUp热线**，可以匿名并使用母语进行举报。该服务由名为“People InTouch B.V.”的独立第三方管理。

The contact details of the **SpeakUp Line** differ per country and can be found on our intranet under 'Legal and Compliance' and are also made available in hard copy in each Kendrion location. You may also contact your HR manager to obtain a hard copy.

SpeakUp热线的联系方式因国家而异，可在内联网“法律与合规”下查询，在Kendrion各办公所在地也有其纸质版本以供查阅。您也可以联系人力资源经理获取纸质版。

2.4.4 Report to the Chair of the Audit Committee

向审计委员会主席汇报

If the suspected irregularity concerns a member of the Executive Board or a Compliance Committee member, or if a previous, duly submitted internal report has been filed and the irregularity has not been addressed, you may report your concerns directly to the Chair of the Audit Committee of the Supervisory Board.

如果疑似违规行为涉及执行委员会成员或合规委员会成员，或者，如果之前已正式提交内部报告但违规行为尚未得到解决，可以直接向监事会审计委员会主席汇报您所关注的问题。

You may also choose to report these concerns by using the **SpeakUp Line**, in which case the Compliance Officer is obliged to immediately forward your report to the Chair of the Audit Committee of the Supervisory Board.

也可选择使用**SpeakUp热线**举报此类关注事项，在这种情况下，合规专员必须立即将您的报告转交给监事会审计委员会主席。

2.4.5 Provision of information

信息的提供

Please provide as much detail as possible to enable the person(s) involved in the investigation to assess the matter adequately and efficiently. Examples might be a description of what you noticed, background reasons for your concerns, names, dates, places, and other information. However, the absence of certain detail or incompleteness of information should not prevent you from raising your concerns.

请提供尽可能多的详细信息，以便参与调查的人员能够充分有效地评估此事，比如对您所注意到的事情的描述、引起关注的背景原因、姓名、日期、地点和其他信息。但是，缺乏某类详细信息或信息不完整不应阻碍您提出所关注的事项。

3. WHAT HAPPENS AFTER YOU HAVE RAISED YOUR CONCERN

提出关注的后续流程？

3.1 Written record of report

书面报告记录

When you have reported your concern to (a member of) the Compliance Committee or (as the case may be) the Chair of the Audit Committee, a written record of the report and the date on which it was received will be made and submitted to the (other members of the) Compliance Committee or Audit Committee. All receipts of reports of suspected irregularities, including reports coming in through the **SpeakUp Line**, will be investigated by the Compliance Committee or the Audit Committee of the Supervisory Board.

当您向合规委员会（成员）或审计委员会主席（视情况而定）汇报了您所关注的事项，将生成一份相应的书面记录，连同汇报日期一并提交至合规委员会或审计委员会（其他成员）。所有收到的疑似违规举报，包括通过**SpeakUp**热线收到的举报，均将由合规委员会或监事会的审计委员会进行调查。

If you have contacted the external **SpeakUp Line**, you will receive a unique case number that can be used to check the status of your report and/ or to add additional information.

如已联系外部**SpeakUp**热线，您将收到一个独特的案件编号，可用于检查报告的状态和/或添加其他信息。

3.2 Persons accused will be notified

被举报人员将收到通知

If you raised a concern about specific person(s), they will be informed about the suspected violation, unless such notification can be expected to (i) prejudice the investigation; or (ii) impede the enforcement of Kendrion's rights within the framework of legal proceedings; or (iii) be in breach of applicable law or regulation. If the person(s) involved cannot be informed immediately or fully, they will be (further) informed as and when permitted. If necessary and appropriate, they will be interviewed to enable them to give their view on the facts presented in the final report.

如果您所关注的事项所涉及到的特定人员，将收到关于该疑似违规行为的通知，除非此类通知可能（i）影响调查；或（ii）妨碍Kendrion在法律诉讼框架内行使其权利；或（iii）违反适用法律或法规。如果无法立即通知相关人员或向其告知完全信息，则将在允许的情况下另行通知。在必要及适当情况下，所涉及的此类特定人员将被约谈，以便他们能够对最后报告中陈述的事实发表他们的意见。

3.3 Purpose and possible outcome of investigation

调查目的及可能出现的结果

The purpose of an investigation is first and foremost the gathering of facts that are or may be relevant to the reported irregularity, so that the Compliance Committee (or the Audit Committee) can make a credible and prudent determination based on the available information. Investigations should be structured in such a way as to minimise disruption to the business without compromising the quality of the investigation. The Compliance Committee and the Audit Committee of the Supervisory Board have the discretionary authority not to further pursue a report. This can for instance be the case when:

调查的首要目的是收集与所举报之违规行为相关或可能相关的事实，以便合规委员会（或审计委员会）能够根据现有信息做出可靠且谨慎的决定。调查的展开应尽量减少对业务的干扰，同时不能影响调查质量。合规委员会和监事会审计委员会有权酌情决定不再追究所举报之事项。示例情况如下：

- There is insufficient information for an adequate investigation and there is no possibility of obtaining further information.
没有足够的信息进行充分的调查，且不可能获得进一步的信息。
- It is concluded that the report was made in bad faith.
该举报被判定为恶意举报。

The Compliance Committee and the Audit Committee can appoint one or more investigators and have the authority to instruct others to take or implement recommended measures and actions.

合规委员会和审计委员会可以任命一名或多名调查员，并有权指示其他人采取或实施所建议的措施和行动。

Depending on the findings of the investigation, the Compliance Committee will – in consultation with management and/or the Executive Board – determine the appropriate course of action. Similarly, the Audit Committee of the Supervisory Board may determine the course of action in consultation with the Compliance Committee, the Executive Board and/or management. Decisions of the Compliance Committee or the Audit Committee may include without limitation:

根据调查结果，合规委员会将与管理层和/或执行委员会协商，确定相适应的行动方案。同样地，监事会审计委员会可与合规委员会、执行委员会和/或管理层协商，确定行动方案。合规委员会或审计委员会的决定可能包括但不限于：

- Taking corrective actions, which may take the form of disciplinary and/or organizational actions (e.g. official warning, suspension, demotion, dismissal). Any such disciplinary action shall properly reflect the severity of the violation.

采取纠正措施，可能的形式包括纪律处分和/或组织行为（例如正式警告、停职、降职、解雇）。此类纪律处分均应恰当体现违规行为的严重程度。

- Developing additional measures, such a (mandatory) training, adjusting, or adding new internal controls, establishment of additional procedures and/or policies or any other measures with a view to protecting and enhancing the endorsement of a culture of integrity and compliance.

制定附加措施，例如（强制性）培训、调整或增加新的内部控制措施、制定附加流程和/或政策或任何其他措施，以保护和加强贯彻诚信和合规文化。

- Declaring the report inadmissible.
宣告不受理该项举报。
- Taking any other action or decision deemed appropriate and equitable in the given circumstances.

采取在特定情况下被认为恰当且公平的任何其他行动或决定。

The Compliance Committee will give binding advice on the measures to be taken. Similarly, the Audit Committee will render a binding advice and will accordingly notify the Compliance Committee and – as appropriate – the Executive Board.

合规委员会将就采取的措施提出约束性建议。同样地，审计委员会也会提出约束性建议，并通知合规委员会，在合适情况下也会通知执行委员会。

The Compliance Committee will monitor the due implementation of the measures in accordance with its own binding advice or (as the case may be) the binding advice of the Audit Committee.

合规委员会将根据其提出的约束性建议或（视情况而定）审计委员会的约束性意见，监督措施的实施情况。

3.4 Timeframe 时间表

Within eight weeks from the date you submitted a report, you shall be notified about the position of the Compliance Committee or (as the case may be) Audit Committee regarding the suspected irregularity reported, unless:

在举报之日起八周内，您会收到合规委员会或（视情况而定）审计委员会关于所举报之疑似违规行为的意见通知，除非：

- the report was made anonymously (and not through the **SpeakUp Line**, see also below); or

该举报为匿名举报（以及不是通过**SpeakUp**热线举报，另见下文）；或

- such notification would be in breach of any applicable law or regulation or otherwise interfere with or compromise the investigation.

此类通知会违反任一适用法律或法规，或以其他方式干扰或妨碍调查。

If no position can be given within eight weeks, you will be notified thereof by the Compliance Committee (or Audit Committee) and you will be given an indication as to when you will be informed of the position of the Compliance Committee or (as the case may be) the Audit Committee.

如果八周内无法给出任何意见，合规委员会（或审计委员会）将通知您，并告知何时会发出此类通知。

If you have reported your concern through the **SpeakUp Line**, you can use your unique case number to check the status of and response to your report as outlined above.

如果您是通过**SpeakUp**热线举报所关注之问题的，如上文所述，可以使用特殊案例编号查询其状态和回复。

The need for confidentiality may prevent the Compliance Committee and the Audit Committee from giving specific details about the investigations and the actions taken.

出于保密要求，合规委员会和审计委员会可能无法提供有关调查和所采取行动的具体信息。

You should treat information about your report and the investigation as confidential. Do not provide information to others inside or outside the Kendrion organization without the approval of the Compliance Committee or (as the case may be) the Audit Committee.

您应对您所举报的内容及调查信息加以保密。未经合规委员会或（视情况而定）审计委员会的批准，不得向Kendrion组织内部或外部的其他人提供相关信息。

3.5 Necessary disclosure of investigation results **调查结果的必要披露**

The Compliance Committee provides its investigation results, conclusions, and decisions to the Executive Board and – if appropriate – to the Supervisory Board. Similarly, the Audit Committee notifies the Compliance Committee, the Executive Board, and the other members of the Supervisory Board about its investigation, conclusions, and related decisions.

合规委员会将其调查结果、结论和决定提交给执行委员会，并在适当的情况下提交给监事会。同样地，审计委员会将其调查、结论和相关决定通知合规委员会、执行委员会和监事会其他成员。

Furthermore, the Compliance Committee will, as is appropriate and on a regular basis, inform the Audit Committee of the Supervisory Board on its activities and key findings.

此外，合规委员会将酌情定期向监事会审计委员会通报其工作内容和主要调查结果。

4. HOW DO WE PROTECT YOU?

如何保护举报人？

4.1 Non-retaliation

无报复

We aim to encourage openness and transparency and will not tolerate retaliation when you raise a concern in good faith and on reasonable grounds in accordance with this [Speak-up Procedure](#).

我们的目标是鼓励公开和透明，当您根据本[举报流程](#)出于诚信且依据合理理由提出关注时，我们不会容忍任何报复行为的存在。

Good faith means that a person in the same circumstances would reasonably believe or suspect that any issue regarding the company or one of its group companies is not entirely in line with our Code of Conduct or related internal policies. In other words, that it was reasonable to raise a concern in such a case. If upon investigation you turn out to be mistaken, no action will be taken against you if you raised your concern in good faith and on reasonable grounds.

诚信系指在相同情况下，个人有理由相信或怀疑公司或其集团公司之一的相关事项不完全符合行为准则或相关内部政策。换言之，在此类情况下提出关注是合理的。如果经过调查，证明举报内容有误，如果您是出于诚信且依据合理理由提出该关注的，将不会对您采取处罚措施。

If you believe you have suffered retaliation because of the report, such as dismissal, disciplinary action or threats, you should immediately inform your manager, higher management or your HR manager. If you consider such inappropriate, you may choose to inform (a member of) the Compliance Committee or the Chair of the Audit Committee. Anyone involved in such retaliation may be subject to disciplinary action.

如果您认为您因举报而遭受报复，如解雇、纪律处分或威胁，应立即告知您的经理、上级管理层或人力资源经理。如果您认为这样做不妥，可以选择告知合规委员会（成员）或审计委员会主席。所有参与此类报复行为的人员都可能受到纪律处分。

If you are not satisfied with the follow-up and/or outcome of the report made or when you do not feel protected, you can file a complaint to the Compliance Committee, or when it involves the Compliance Committee or the Executive Board, to the Chair of the Audit Committee.

如果您对举报的后续措施和/或结果不满意，或者感到受到威胁时，可以向合规委员会提出投诉，或者，如涉及到合规委员会或执行委员会，则可以向审计委员会主席提出投诉。

We cannot allow reporting in bad faith. Bad faith means that you know that you are reporting maliciously or dishonestly that you are abusing this [Speak-up Procedure](#) or the [SpeakUp Line](#) whether or not with a view to personal gain or because you have personal grievances. If it is fairly concluded that you have raised concerns in bad faith, you may be subject to disciplinary action which may include dismissal and/or payment of damages.

禁止恶意举报。恶意系指您知道自己的举报是恶意或不诚实的、知道自己正滥用此[SpeakUp流程](#)或[SpeakUp热线](#)（无论是否出于个人利益或私怨）。如果被确认实属恶意举报的，您可能会受到纪律处分，包括解雇和/或支付损害赔偿金。

4.2 Protection of your identity 保护举报人身份

All reported concerns will be handled confidentially. Your name will only be known to the people that you report your concern to and to the appointed investigators. You can help us to protect your identity by being discreet and by not discussing your concerns or an ongoing investigation with any of your colleagues.

我们会对所有举报加以保密。仅有收到您举报信息的人员以及指定调查人员知晓您的姓名。您应谨慎行事、不要与同事讨论该关注事项以及正在进行的调查，从而帮助我们对您的身份加以保密。

The people that you have reported your concerns to are not allowed to communicate your identity to anyone other than the investigators without your permission. The only exceptions are if this is required by law, if you submitted a report in bad faith, if an important public interest is at stake or if the justified interests of Kendrion are prejudiced. When your anonymity can no longer be guaranteed, you will be notified. However, please note that keeping your identity secret can seriously hinder or complicate investigations. Sometimes it even prevents us from taking the appropriate actions. After you give your permission, your identity will only be revealed to those people who have a need to know. In all cases the reasonable interests of the employee reporting a suspected irregularity will be treated with the utmost care.

未经您的许可，收到您举报信息的人员不得将您的身份告知除调查人员以外的任何人。例外情况包括：如果法律要求、如果是恶意举报、如果重大公共利益受到威胁、或者如果Kendrion的正当利益受到损害。当不能保持匿名时，您将收到相关通知。然而，请注意，对您身份的保密可能会严重阻碍调查或使调查复杂化，有时甚至使我们无法采取适当的行动。在得到您的许可后，您的身份信息只会被透露给那些有必要知悉的人员。在任何情况下，都将对举报疑似违规行为之员工的合理利益加以最谨慎处理。

If you wish to be completely anonymous, you can use the **SpeakUp Line**.

如果您希望保持完全匿名，可以使用**SpeakUp热线**。

4.3 Confidentiality 保密

The Compliance Committee and the Audit Committee will treat all information received in strict confidence. Confidentiality will be fully maintained possible, consistent with the need to conduct an adequate investigation of the report and the applicable statutory requirements.

合规委员会和审计委员会将对收到的所有信息严格保密。在满足对所举报问题进行充分调查的需要并遵守适用法定要求的情况下。尽可能加以完全保密，

Any employee who reported a suspected irregularity or who is involved in the investigation or handling of the suspected irregularity must keep all information of which they become aware of because of their involvement strictly confidential.

任何举报疑似违规行为、或参与调查、或参与处理疑似违规行为的员工均必须对其因参与而知悉的所有信息加以严格保密。

Other than explained in paragraphs 3.4 and 3.5 above, the investigation results, conclusions and the underlying information may only be disclosed by the Compliance Committee, the Audit Committee, the Executive Board and the Supervisory Board to any other persons or authorities if: (i) disclosure is required by applicable law or regulation or by a court or regulatory or governmental body; (ii) disclosure is necessary to apply, invoke or enforce the suspected irregularity in court proceedings or disciplinary proceedings; (iii) disclosure is necessary to obtain advice from any professional advisor; (iv) disclosure is necessary within the Kendrion organization, in each case only on a need-to-know basis.

除上文第3.4和3.5所述外，只有在以下情况下，合规委员会、审计委员会、执行委员会和监事会才能向其他个人或机构披露调查结果、结论和基本信息：（i）适用法律或法规、或法院、监管机构或政府机构要求披露；（ii）为了在诉讼程序或纪律处分程序中引用、援引或证明疑似违规行为的必要披露；（iii）为获得专业顾问建议的必要披露；（iv）Kendrion内部的必要披露（任何情况下，披露范围仅限于需要知悉的人员）。

In the event of required disclosure of the investigation results, conclusions and the underlying information pursuant to any of the above exceptions, the Compliance Committee shall notify the person(s) under investigation and the employee who reported the suspected irregularity or participated in the investigation, in each case to the extent appropriate and without prejudice to the investigation and as and to the extent permitted by applicable law and regulation.

如果根据上述任一例外情况需要披露调查结果、结论和基本信息，合规委员会应在适当且不影响调查的情况下，在适用法律法规允许的范围内，通知被调查人员、举报疑似违规行为或参与调查的员工。

4.4 Protection of personal data

个人数据保护

Kendrion follows all the requirements of applicable data protection laws and regulations. This includes ensuring the necessary level of transparency by comprehensively providing relevant information regarding the collection, processing and use of personal data under this **Speak-up Procedure**, and adequately maintaining your rights to individually request information about your personal data and, if necessary, to demand its correction or deletion.

Kendrion遵守适用的数据保护法律法规的所有要求，包括通过全面提供根据本**举报流程**收集、处理和使用个人数据的相关信息，以确保必要的透明度，充分保护个人要求获取其数据信息的权利以及在必要时要求更正或删除信息的权利。

Any files and documents generated in connection with the reporting of any concerns will be held securely and stored separately from regular employee data. Such information will be accessible only by a restricted number of individuals and only on a strictly enforced need-to-know basis. Relevant files and documents will only be kept for as long as is necessary to properly clarify the facts of the relevant case and deal with any irregularities exposed. Subsequently, any personal data which is then irrelevant or unnecessary will be irretrievably deleted or destroyed. In order to periodically generate statistical reports about the number and subject of reported concerns, Kendrion will use anonymous data only.

安全保存与举报相关的所有文件和文档，并与常规的员工数据分开存储。仅少数人员在有必要知悉的情况下有权访问此类信息。仅在必要时保存相关档案和文件，以便能澄清相关事件的情况并处理被举报的任何违规行为。此后，将永久删除或销毁所有不相关或不必要的个人数据。为了定期生成举报问题数量和内容的相关统计报告，Kendrion将仅使用匿名数据。

Kendrion will not disclose any personal data collected, processed, or used under this **Speak-up Procedure** to third parties, unless explicitly required or allowed for by law or if an important public interest is at stake.

Kendrion不会向第三方披露根据本**举报流程**收集、处理或使用的任何个人数据，除非法律明确要求或允许，或者如果重大公共利益受到威胁。

The external supplier of the **SpeakUp Line** is only entitled to process personal data as instructed by Kendrion.

SpeakUp热线的外部供应商仅有权按照Kendrion的指示处理个人数据。

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