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# Ethical Line

of the **TEMPERATIOR s.r.o.** company

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## – Preamble –

TEMPERATIOR s.r.o. endeavours to eliminate any possible acts that may be assessed as unlawful, unacceptable or unethical.

In order to fulfil the goal mentioned above, the Ethical Line has been established as one of the interconnected documents of the Compliance Program of TEMPERATIOR s.r.o..

TEMPERATIOR s.r.o. tends its reputation, values its business position and its business relations, and respects the rights of its business partners. TEMPERATIOR s.r.o. is interested in professional, quality and ethical enterprise, and does not tolerate any violations of law and morality. TEMPERATIOR s.r.o. values its employees and endeavours to ensure a good working environment that will motivate them to better performance and will be entirely free from discrimination, bullying, or unethical conduct. On the basis of both these objectives and in relation to Act no. 418/2011 Coll., on Criminal Liability of Legal Entities and Proceedings against Them, as amended, TEMPERATIOR s.r.o. has established the Ethical Line as preventive and protective means.

The Ethical Line is operated on the website [www.TEMPERATIOR.cz](http://www.TEMPERATIOR.cz) by TEMPERATIOR s.r.o.. Via this website, some anonymous notifications of facts, which the notifier evaluates as illegal, undesirable, and unethical, may be filed. Under the Compliance Program of TEMPERATIOR s.r.o., there has been established an overview of acts that are considered to be illegal, undesirable, and unethical which contains the list of basic and most frequently committed undesirable acts and serves as a primary identifier of undesirable acts that may be reported via the Ethical Line and may be placed under scrutiny to an authorized person of TEMPERATIOR s.r.o..

TEMPERATIOR s.r.o. declares its interest in any and all notifications made, either personally or via the Ethical Line, of any unlawful (in violation of law or directly fulfilling the characteristics of a crime), undesirable, or unethical conduct of any person. At the same time TEMPERATIOR s.r.o. declares that it will consistently pay attention to ascertainment of all necessary information of that particular matter, always in such a way that the matter will be entirely clarified, investigated, and remedied.

## – Rules of using the Ethical Line –

The use of the Ethical Line and the filing an anonymous notification are an effective and voluntary way of notifying conduct that is considered unlawful, undesirable or unethical by a notifier.

The Ethical Line, within the Compliance Program, of TEMPERATIOR s.r.o. has been established to prevent the consequences of TEMPERATIOR s.r.o. on the basis of Act No. 418/2011 Coll., on Criminal Liability of Legal Entities and Proceedings against Them, as amended. Anyone, an employee of TEMPERATIOR s.r.o., business partner, customer, or other person, may use the Ethical Line and file an anonymous or identified notification notifying such conduct, which the notifier considers illegal, undesirable, or unethical and this certain conduct directly or indirectly affects TEMPERATIOR s.r.o. or may even cause liability to TEMPERATIOR s.r.o. according to Act No. 418/2011 Coll., on Criminal Liability of Legal Entities and Proceedings against Them, as

amended. With regard to the effect of the Ethical Line specified above, this translation of the basic rules of using the Ethical Line has been prepared so that it is as effective as possible and used for the purpose for which it was established.

This overview of the rules serves as a guide for potential notifiers:

- how a notification should be filed,
- what should / not be its content,
- how the data will be handled,
- how the notifier will be informed about the outcome of the investigation of their notification.

## **Overview of the basic rules of using the Ethical Line**

### **▪ How a notification should be filed:**

- 1) Notification may be filed via the website of TEMPERATIOR s.r.o. at the bottom at the topic of the Compliance Program under "Reporting Form". The notification may be reported under own identity, filling in own name, email, and telephone contact at the bottom of the form or in the brief description box. Notification may also be filed anonymously, i.e. without giving the notifier's data; however, if the notifier is interested in receiving of information on the results of their notification, they need to provide at least some contact email or telephone number.
- 2) The condition for sending a notification via the Ethical Line is to tick the box on the notifier's consent to the rules for using the Ethical Line at the bottom of the form.

### **▪ What should / not be its content:**

- 3) The notification may later be supplemented or specified or communicated in the same way that the notification was made by mistake, preferably with identification of the original notification with the exact date of filing the notification and preferably at least with the approximate time, including a description of the content of the original notification. Simultaneously, the notification may be supported by evidence proving the notifier's claim or such proofs may be suggested.
- 4) The Ethical Line serves for reporting suspicions of illegal, undesirable, and unethical conduct of persons associated with TEMPERATIOR s.r.o. - management, supervisors, subordinate employees, deputy persons or persons acting on behalf of other entities that in some way become involved in relations with TEMPERATIOR s.r.o. - business partners, competitors, and persons acting on behalf of state authorities or municipal authorities.
- 5) The Ethical Line is intended for reporting breach of legal or internal regulations in relation to TEMPERATIOR s.r.o. The Ethical Line does not serve for giving instructions to employees, for reporting absence of employees, for reporting equipment failures, for reporting emergencies, or for applying defects of TEMPERATIOR s.r.o.
- 6) The Ethical Line must not be misused for personal revenge or defamation; such abuse of the Ethical Line while proving intentional reporting of incorrect or false information may be penalized.

### **▪ How the data will be handled:**

- 7) Each filed notification will be dealt with, assessed and evaluated individually. The content of such notification will always be carefully investigated and made available solely to the Compliance Manager and the Managing Director of TEMPERATIOR s.r.o. In case of necessity or conflict of interest, another impartial person from the management of TEMPERATIOR s.r.o. will be engaged to investigate the notification, all of whom are



bound by the obligation to keep the content and sensitive information of the notification confidential.

- 8) In case the content of the filed notification are facts and / or evidence which the persons responsible for investigating evaluate as likely to be an offense, the notification and any supporting evidence collected afterwards shall be forwarded to the competent law enforcement authorities.
- 9) In case the notifier does not take advantage of anonymous notification and / or directly specifies the person who, in their opinion, has committed an illegal, undesirable, or unethical act, all personal data submitted by the notifier will be stored and processed solely for the purpose of investigating of the notification and evaluating whether unlawful, undesirable, or unethical conduct may have occurred in the notice referred to above.
- 10) By ticking the box for acceptance of the rules of the Ethical Line, the notifier grants their consent to the processing and storage of all data and personal data contained in the submitted notification to the TEMPERATIOR s.r.o. for 10 years. The data will be kept by TEMPERATIOR s.r.o. for the purpose of continuous evaluation of the effectiveness of the current Compliance Program and, if necessary, to demonstrate that each notification has been properly investigated and evaluated.
- 11) All data and personal data contained in the notification filed via the Ethical Line of TEMPERATIOR s.r.o. are protected and secured against misuse, stored, and archived in accordance with the general data protection regulation.
- 12) TEMPERATIOR s.r.o. declares that every notifier who uses the Ethical Line for reporting conduct that they assessed illegal, undesirable, or unethical and the notified information was truthful and accurate, they will not be penalized in any way for such a deed.

▪ **How the notifier will be informed about the outcome of the investigation of their notification:**

- 13) The notifier shall be entitled to request and receive information on the initiation of an investigation of their filing and the result of such an investigation, not only if they file their notification with their personal data, but also if they do so anonymously. For this purpose, there is a tick box as a part of the form "I want to be informed on the results of the notification, which may be used to fill in an anonymously established email or telephone number as a place for contacting by the Compliance Manager and forwarding information on the status of the investigation.
- 14) Any person, who will be examined or investigated by TEMPERATIOR s.r.o. on the grounds of a notification against them, which was filed via the Ethical Line, will be notified within a reasonable period of time since the receipt of the notification, nonetheless without the identification of the person who filed the notification. The notification of the affected person will be realized in person with the participation of the Compliance Manager and the Managing Director prior to the final resolution of the notification, in order to comply with the principle of defence and explanation of the act, which has been questioned, from the investigated person's point of view.

## Overview of acts considered illegal, undesirable, and unethical

This document provides an overview of the basic and most common types of acts and actions deemed to be illegal, undesirable, and unethical and TEMPERATIOR s.r.o. hereby invites its employees or other persons who, in any relation to TEMPERATIOR s.r.o., have noticed any of the below mentioned acts to report the fact anyhow to a manager, the Compliance Manager, or the statutory authority of TEMPERATIOR s.r.o. In order to exclude the possibility of not reporting such conduct due to concerns about their personal, professional, financial or other status, the Ethical Line has been established. It allows reporting without identifying the notifier so the filing of the notification may be realized anonymously.

In particular, but not exclusively, the following acts may be considered unlawful, or undesirable, or unethical:

- Breaching of any applicable laws of the Czech Republic, international laws, or the European Union laws.
- Violation of any principles and rules enshrined in the Code of Ethics of TEMPERATIOR s.r.o.
- Violation of any other internal regulation of TEMPERATIOR s.r.o.
- Conduct founding or supporting corruption in any form (bribery – accepting, promising, demanding, intriguing in insolvency proceeding or public tender, discrimination in favour of competitor etc.)
- Fraudulent, improper and incorrect management of accounting records, financial reports, final accounts, audit distortion and influencing.
- Violation of any obligations imposed on TEMPERATIOR s.r.o. regarding customs and tax regulations.
- Embezzlement and theft of corporate property.
- Breaching of regulations and rules regarding occupational safety, fire protection, and environmental protection.
- Settling personal accounts, bullying, or discrimination among employees or business partners.
- Providing false information to the state authorities, to the company management, to the business partners.
- Forgery of contracts, reports, or certification.
- Prioritizing personal interests to those of TEMPERATIOR s.r.o. in case of conflict of interests.

Other actions or conduct, which cannot be ranked under any above mentioned however is perceived as illegal, undesirable or unethical by the notifier, will be described and explained in the notification by the notifier.

In Liberec on 1/10/2019



**Ing. Michal Fišer**

*Executive Director TEMPERATIOR s.r.o.*



**Pavel Krtek, M. Sc.**

*Executive Director TEMPERATIOR s.r.o.*