

**Complaint procedure pursuant to Sections 8 and 9 of
the German Supply Chain Sourcing Obligations Act
(LkSG)**

(As of: 04/2024)

You can use the form provided to inform us about

- indications of human rights risks or environmental risks as well as
- indications of violations of human rights or environmental obligations

in the sphere of action of our company or one of our suppliers.

Please provide an email address in your report that we can use to communicate and discuss the matter with you. We will get in touch with you as soon as possible.

What happens when a report is made?

After submitting a report, each whistleblower will receive a confirmation of receipt including a case number immediately, but no later than seven days after receipt of the report. Your report will be handled internally by the *Sustainable Procurement* Team.

You can also contact us again at any time after submitting a report via the email address in the confirmation of receipt. When doing so, please provide the transaction number sent to you along with the confirmation of receipt. All information provided to us will, of course, be treated confidentially.

Which procedural steps will follow?

After receiving a report, it is first checked for plausibility by the responsible officer, in particular with regard to relevant human rights risks or environmental risks or the violation of human rights or environmental obligations.

Once validation has been completed, the person handling the report will discuss the facts of the case with you as the whistleblower. **Therefore, please provide an email address in the reporting form that we can use to contact you.** In the event of a longer processing period, we will inform you as the whistleblower of the current status of processing no later than three months after the report has been submitted.

Who will work on the reports?

The persons entrusted by us with the processing of the information are independent, impartial and not bound by instructions. In particular, they are obliged to maintain confidentiality.

Confidentiality and data protection

All information and documents provided to us will, of course, be treated in strict confidence and in compliance with the relevant data protection regulations. The confidentiality of your identity is safeguarded, as is effective protection against any discrimination or punishment.

Adolf Würth GmbH & Co. KG
Sustainable Procurement Team
(As of: 04/2024)