

Dokumentnamn	Visselblåsarpolicy - Whistleblower policy	Dokumentnr	5.3.6	Flik	5
Framtagen av	Alicia Jäderland	Utgåva	2	Ersätter	1
Fastställd av	Linda Fransson	Datum	23-09-07	Sida	

WHISTLEBLOWER POLICY

Gnosjo Automatsvarvning's operations are governed by clear policies, internal requirements, laws, rules, routines and agreements. All employees are well acquainted with this. The policy constitutes a basis for how we at Gnosjo Automatsvarvning shall identify misconduct or irregularities in the workplace.

All employees are informed about the whistleblower policy upon employment and that the whistleblower policy is published on the company's website and intranet. Our endeavor as an employer is to act with transparency and we want employees to experience participation in the business. All business partners are required to comply with our rules, policies, internal requirements and routines.

Gnosjo Automatsvarvning works continuously to prevent irregularities or misconduct from occurring. It's important for us that you feel safe in reporting irregularities. It's therefore important to emphasize that there is protection against negative consequences, which is regulated in this policy, but also through the whistleblower Act (2021: 890) on the protection of persons who report misconduct.

Who is a whistleblower?

It is someone who reports or raises the alarm that an irregularity or misconduct has occurred. The person who reports/ notifies is often called whistleblower. Synonyms for whistleblower are reporter, person who discloser and informant.

What are irregularities or misconduct?

- Fraud and corruption
- Damage to the environment or property
- Conscious violations of the law
- Harassment, bullying and discrimination.
- Violation of health- and safety standards

Examples on misconducts or irregularities:

- Violation of company health and safety regulations. If someone breaks them occasionally or repeatedly times, it can cause dangerous situations and danger for others.
- Falsified documentation. This can handle fraud, forged signatures, to change e.g. security data to achieve certain targets and certifications.
- Confidentiality. An employment contract includes confidentiality of the company's data, customers, interests, etc. and may not be communicated to third parties.
- Theft. If someone suspects that theft has occurred in the business, e.g. goods, property, stock, etc.

The term whistleblowing doesn't cover a personal dissatisfaction or complaint.

Report

Should a situation arise where an employee or business partner discovers a deviation or irregularities, the employee or business partner has the opportunity to notify and report this deviation or perceived violation of the company's policies, internal requirements, rules and routines or swedish legislation.

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We encourage reporting to resolve an irregularity before major damage occurs. Reporting a deviation should thus be perceived as an employee's or business partner's right, but also an obligation, everyone in the company knows that a report is the best for the business. A report must be made without the employee risking reprisals (punishment, sanctions) or other similar penalty. Retaliation against any employee who in good faith reports a deviation to the company about illegal or unethical behavior will not be tolerated and will be subject to disciplinary actions.

It's important that there are reasonable grounds to believe what the person is reporting is true. Reporting situations that you know have not occurred or providing obviously misleading information is not protected under the law (2021:890).

The company has according to the Swedish law an internal reporting channel where reports can be made in writing or orally. For those who wish it's possible to report anonymously. The report must be submitted or made immediately to the CEO (Linda Fransson).

Email: Linda@svarvning.nu

A report can also be made anonymously to the occupational health service Vastbo which then takes the matter to the CEO.

The report can be done on Vastbo occupational health website link:

<https://www.foretagshalsan.se/sv/kontakt/kontakta-mig/>

Alternatively directly to the occupational health service when they are on site at Gnosjo Automatsvarvning.

Report by phone on the telephone number: 0371-390020

Feedback

All reports are thoroughly investigated. The CEO must immediately start investigating the deviation, misconduct or crime and take the necessary measures.

Within seven days, feedback on the confirmation of the report should be given to the person who reporting. In some cases can additional information on the case may be required, but this is voluntary to answer. A plan must be established to prevent that the occurrence not to be repeated. The person who reports should receive feedback in a reasonable extent if measures has been taken.

Feedback must be provided within three months from the date the report was received.

If there are special reasons for extending the deadline, this must be done within a maximum of 6 months and person who report must be informed of the reasons for the extended deadline.

When a report is made special measures must be taken to prevent that the occurrence not to be repeated. Measures can include continued investigation, improvement work, crises management etc.

The report should be treated as strictly confidentially and the original shall be archived with CEO.

The policy should be reviewed by management and approved once a year.