

## Whistleblower Reporting System

Your information may help us detect violations at an early stage against applicable laws and regulations, the Novaled Code of Conduct, or other legal guidelines. The aim is to protect Novaled, our business partners and employees from any legal implications.

### How to submit a report?

If you would like to report a violation against law or Novaled regulations, please proceed as follows:

You may provide the information via the website **[www.safewhistle.info](http://www.safewhistle.info)** or contact our Ombudsman directly:

Mr. Johannes Dilling, LL.M.  
(Attorney at law)

Landgrafenstraße 49  
50931 Köln  
phone: +49 (0) 221 933 107 40  
mobile phone: +40 (0) 163 347 6111  
fax: +49 (0) 221 933 107 42  
e-mail: [info@ra-dilling.de](mailto:info@ra-dilling.de)

*(There are no costs associated with the submission of a report. However, please note the Ombudsman is not an arbitration board for dispute resolution. He has an attorney/client relationship with Novaled GmbH.)*

Please indicate:

- Which company or part of the company is involved?
- What happened when and where?
- Who has been involved?

Please inform whether any other persons besides yourself are aware of the reported matter and whether there is any evidence (e.g. emails, photos) available.

The information provided must be correct. You must not make any statements, which you know to be false. If you are not sure please use phrases such as "*I believe...*", "*I think it is possible...*".

Please provide contact details with your report. You may request the Ombudsman to treat your identity confidentially and to not pass it on to Novaled. You may also provide your report completely anonymously (please see options under [www.safewhistle.info](http://www.safewhistle.info)).

Your information will be treated with the utmost confidentiality to protect your interest and the interests of other people involved. Notwithstanding that please note that due to legal provisions (e.g. § 9 HinSchG, Art. 15 GDPR) it may be mandatory for the Ombudsman and/or Novaled to provide legal authorities on their request with details of the investigations and identities of the persons involved.

Within 24 hours you will receive a written confirmation that your submission has been received. As soon as the case has been reviewed at Novaled, you will receive feedback on the outcome of the investigation.