



FaceUp

Ethical Line for Whistle Blowing

1. What matters at ENERGO-PRO?



1. What is whistle blowing?

Whistle blowing means reporting or disclosing:

- information on a wrongdoing
- obtained in a work-related context
- to help prevent damage or to detect a threat or harm to the public interest
- that may otherwise remain hidden

(European Commission)

2. Why do we care about whistle blowing? (work in pairs)

Choose the correct answer:

- A. EU law requires us to have a system to protect whistle blowers
- B. Our Code of Conduct requires us to have a Whistle Blower Policy
- C. Over 40% of fraud is detected by whistle blowers (PricewaterhouseCoopers, 2007)
- D. It's the right thing to do

3. What is bribery?

Bribery means a person:

- giving or receiving something of value
- as an inducement or reward
- for acting in an improperly

Applies to public officials (home or foreign) but also to business partners, employees and agents.

4. Why do we care about bribery? (work in pairs)

Choose the correct answer:

- A. We could commit a criminal offence
- B. We could cause a group company to commit a criminal offence
- C. It could lead to disciplinary action and dismissal
- D. It's the wrong thing to do

5.Face Up

Is a mobile application or web platform for safe and secure reporting

Helps to implement both Whistle Blower Policy and Anti-Bribery/Corruption (ABC) / Anti-Money Laundering (AML) Policy

Where we use Face Up

- to report violations, reasonable suspicions or the existence of serious problems (Whistle Blower Policy)
- to report the giving or receiving of a gift or hospitality (ABC/AML Policy)

When we start to use FaceUp

From Q3 - 1 July 2024

All related Policies will be adjusted and published to the same date.

6. Getting started FaceUp

Go to the website www.app.faceup.com,
select **My organization**

Enter access code “**EPreport**” (case sensitive)

OR

Scan QR code and go directly to

Thanks for speaking up

My primary/secondary school 🎓

My organisation 🏢

Access code

EPreport

Continue

[Scan QR Code](#)

Use www.faceup.com or scan the QR code



Use mobile application



6. How to Report a case?

Click on tab **“Create a report”**

+ Create a Report

Check a Report

Choose whether to:

- report a gift or hospitality (3 choices)- person is identified
- report violations (13 choices) – person is Anonymous

New report

Category *

Select one

- Gift/Hospitality: Reporting form (USD 75 - USD 150)
- Gift/Hospitality: Request form (USD 150 - USD 300)
- Gift/Hospitality: Request form (exceeding USD 300)
- Any crime or offence with fine of at least EUR 4,000.
- Breach of the Global Code of Conduct and company policies.
- Conflict of Interest.
- Customer protection (including product safety and compliance).
- Discrimination.

- For a gift/hospitality do not tick „Send the report as anonymous“ before sending
- For a violation reportee can decide to stay anonymous

Send the report as anonymous

Learn about [how we process personal data](#).

Send

9. How to Report a case?

Answer the questions (use drop down menus, prompts, voice message)

* fields must be filled

New report

Category *

Gift/Hospitality: Reporting form (USD 75 - USD 150) ▼

Business Unit *

Select one ▼

1. Please specify what you are reporting. Choose an option: *

▼

Drag and drop any attachments

Attachments



Select a file or drag and drop it

Upload up to 20 files (maximum 50 MB each)

Submit by hitting “Send”

Send the report as anonymous

Learn about [how we process personal data](#).

Send

- For a gift/hospitality **do not tick** „Send the report as anonymous“
- For a violation the reportee can decide to stay anonymous

10. Keep your Report Key!

Copy or download your report key to check on progress


Report was sent

Download or copy and safely store this key. Without it, you won't be able to check the report and communicate further with your organisation!

7858 5594 3284 2815

[Copy](#) [Download](#)

Check the box to receive updates by email (work or private):

Receive updates about your report by email ⓘ

11. Check a Report

Back on the title page choose **“Check a Report”**

+ Create a Report

✓ Check a Report

Enter your key

Report Key * ⓘ

7858 5594 3284 2815

Continue

11. Check a report

Check messages

Messages



You do not have any communication history with your organisation yet.



12. We will be in touch!

You will be contacted by

- the ABC Contact Person (Group HR), if you have reported a gift or hospitality
- the Whistle Blower Policy Designated Person (Head of ESG or Internal Audit Division), if you have reported violations



12. Call to action

We will provide you with:

- This presentation
- Step by step guide how to use FaceUp to be able to prepare version in your (local) language

You will be expected:

- To train your local management by 1 July 2024
- To train all employees by 1 July 2024
- To update your local internal documents related to both topics by 1 July 2024



Any questions?

Thank you for your attention!