SPEAK-UP GUIDELINE

REPORT MISCONDUCT

VIOLATIONS OF EQUAL RIGHTS

SEXUAL HARASSMENT

BRIBERY

VIOLATIONS OF HUMAN RIGHTS

VIOLATIONS OF OCCUPATIONAL SAFETY

EMBEZZLEMENT

MANIPULATION

VIOLATIONS OF DATA PROTECTION

VIOLATIONS OF ENVIRONMENTAL PROTECTION

THEFT

DISCRIMINATION

TANK & RAST GRUPPE

WHY YOU SHOULD REPORT MISCONDUCT/VIOLATIONS

In order to protect Tank & Rast as well as its employees, suppliers and business partners, misconduct must be recognised at an early stage, dealt with and stopped immediately. This requires the attention of each individual, in particular your willingness to point out possible violations/misconduct if there are concrete indications. If you submit a report, you do not have to be afraid of any negative consequences, unless you submit a report that is intentionally incorrect. Tank & Rast does not tolerate any threats or harmful behaviour towards whistle-blowers acting in good faith.

WHAT THEY SHOULD REPORT

In particular, they should report the following:

- Violations of general personal rights, e.g. sexual harassment and discrimination
- Theft or embezzlement
- Fraud or bribery
- Money laundering
- Manipulation in the context of accounting
- Human rights violations
- Environmental violations
- Violations of health protection, occupational safety and operational safety
- Data protection violations



EXAMPLE: SEXUAL HARASSMENT AT WORK



Sexual harassment comes in many forms and can take place anywhere. This is unwanted sexual behaviour designed to attack a person's dignity.

What types of behaviour can be considered as sexual harassment?

- Catcalls, sexist language, remarks and jokes
- Lewd remarks about appearance, sexual conduct or sexual orientation
- Intrusive, judging looks and gestures
- Showing and sending sexist or pornographic material
- Unwanted invitation with clear intent
- 'Accidental' unwanted physical contact
- Stalking
- Advances with promises of advantages and threats of disadvantages
- Physical assault

SEXUAL HARASSMENT IN THE WORKPLACE IS ALWAYS FORBIDDEN!



EXAMPLE: DISCRIMINATION

Discrimination has many faces and comes in many forms, directed at a wide variety of areas. It can be utilised consciously or unconsciously to demean, harass, insult or disadvantage others who are 'different'.

What types of behaviour can be discriminatory?

- Patronising verbal statements and posts, including on social networks
- Unkind treatment, or disadvantaging and harassment of people because of their descent, ethnic origin, nationality, colour, religion, disability, sex, age or sexual identity
- Exclusion

HOW TO SUBMIT A REPORT

Our aim is to enable the complete clarification of your report. In order to clarify your report in the best possible way, we ask you to provide information about the matter that is as precise as possible.

These questions can be of help:

- What happened?
- Who is involved (names of persons should preferably be given with a function or position)?
- Where did it happen (e.g. which place, which department, which company)?
- When did it happen (e.g. date, period)?
- Is the potential infringement still ongoing or has it already ended?
- Is there a risk of recurrence?



HOW TO REACH US

If you would like to submit a notification, the following contact options are available:

https://www.sicher-melden.de/tankundrast
(Here you will find our easy-to-use reporting system, which is available 24 hours a day. You can also submit reports anonymously via this system)

Email to: **compliance@tank.rast.de**

Telephone message:
+49 228 922 4577

You can reach us in German and English

Autobahn Tank & Rast Gruppe GmbH & Co. KG
Andreas-Hermes-Str. 7–9 | 53175 Bonn | Germany