Appendix A | Reporting procedure

Are you concerned about any **impropriety** or **improper conduct** within Normec?
Please refer to the definitions in listed in para. 11.2.1 – this relates to criminal and/or unethical activities or behavior.

YES

Do you reasonably believe your concern can be dealt with by local management in accordance with the existing local grievance procedures?

YES

NO

Report to local management in accordance with the existing local grievance procedures

Report to Board

OR

Has your concern about any impropriety or improper conduct been satisfactorily resolved?

NO

Go to:
www.lighthouseservices.com/normecgroup
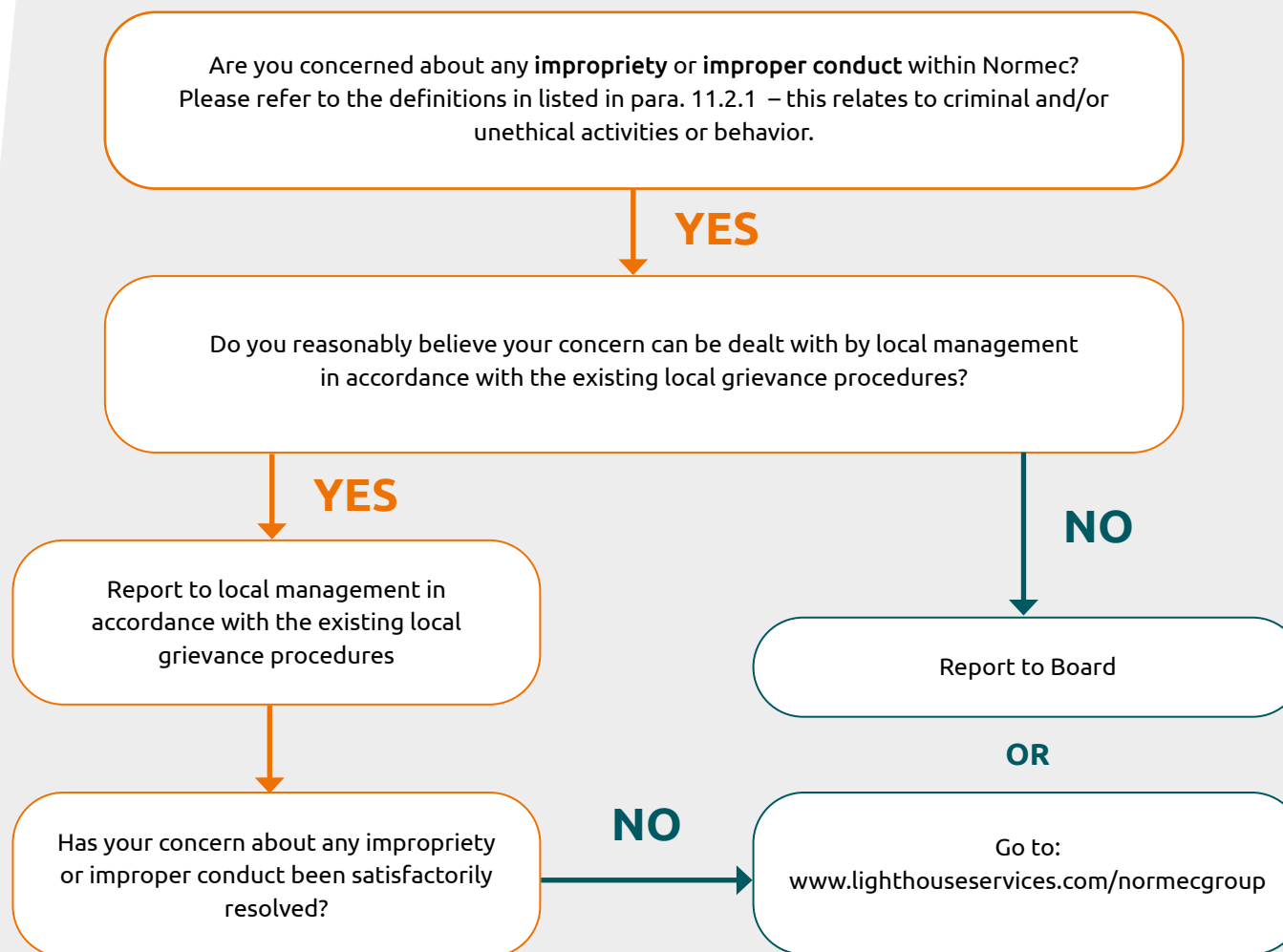
Report an incident anonymously?

You can do so through the independent hotline Lighthouse

Examples of possible incidents would be for example:

- Ethical Violations
- Unsafe working conditions and practices
- Internal Controls
- Vandalism and sabotage
- Inappropriate Behaviour
- Discrimination
- Conduct Violations
- Alcohol and drug abuse
- Threats
- Fraud
- Bribery and Corruption
- Conflict of interest
- Misuse of Company Property
- Theft and Embezzlement
- Violation of Company policy
- Violation of the Law
- Falsification of Contracts, Reports or Data

Does it concern matters or business issues where anonymity is not required? Then report it to your supervisor or to your HR department.

How does it work?

Call toll-free: 0-808-189-0041. Or go to **lighthouse-services.com/normecgroup** or scan the QR code. All conversations are confidential, and you will remain anonymous.

Lighthouse by syntrio

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Lighthouse is an independent service provider that helps your company identify inappropriate activity. We strive to protect the identity of employees using our secure reporting system. Incident reports are reported by Lighthouse to a company's designee, and each report may or may not be investigated at the company's discretion. Although we will not reveal your identity without your consent, it is possible that your identity may be discovered during an investigation of the matter reported as a result of the information you have provided.