Template for a  
Whistleblowing Policy  
according to the German Whistleblower Protection Act (HinSchG)

**Explanatory notes on this template**

The template is not exhaustive and may not include all required elements. In addition, the template may contain elements that do not apply to individual organisations. It is therefore always necessary for the person responsible to adapt and supplement the template accordingly. You may find information on this in the comments.

**Usage instructions for our free template**

This template is created and regularly updated by the specialists at activeMind.legal Rechtsanwälte. The template cannot address all conceivable special cases. It cannot and is not intended to replace data protection or other legal advice.

Any liability is excluded!

All rights to the template are reserved. You are authorised and free to use the text provided by us for your own (including commercial) purposes.

We do not offer support or advice for this free service and kindly ask you to refrain from making such enquiries.

If you publish the template or parts of it, the reference and the link to htttps://www.activemind.legal must always be left in the text.

Whistleblowing Policy

# Objective, purpose, scope of application

## Objective

Our company (hereinafter also referred to as "we" or "us") pursues the goal of preventing unlawful behaviour in our area of responsibility at best, but in any case to comprehensively clarify and remedy it. In doing so, we rely on the trusting assistance of whistleblowers, whose protection we want to ensure against this background.

## Purpose

This policy sets out the framework conditions for reporting information on possible legal violations in our organisation. The policy is intended to ensure that reports of violations can be processed, stored, forwarded and archived in accordance with the legal requirements of the German Whistleblower Protection Act (HinSchG) and taking into account the necessary confidentiality.

At the same time, the Policy describes the safeguards that exist in the interests of bona fide whistleblowers and the consequences that can result from a deliberate false report.

# Notes

## Whistleblower

Natural persons who obtain information about violations under our responsibility in connection with their professional activities or in the run-up to such activities are entitled and encouraged by us to report such information. This applies in particular to our employees, applicants, the management and our business partners.

## Reportable offences

Offences can be reported if they

* are punishable by law,
* are subject to fines, e.g. violations of occupational health and safety regulations, health protection, violations of the Minimum Wage Act,
* violate federal or state legislation or directly applicable legal acts of the European Union and the European Atomic Energy Community within the meaning of Section 2 para. 1 no. 3 of the Whistleblower Protection Act, e.g. public procurement, environmental law, data protection,
* violate guidelines or rules of conduct.

Please note that the whistleblower system is not intended for submitting general complaints, product enquiries or warranty claims.

## Message

### Internal or external message

Whistleblowers are free to report via the reporting channels specified and provided by us or to an external body, i.e. a competent authority. Central external reporting centres exist at the Federal Office of Justice (BfJ), the Federal Financial Supervisory Authority (BaFin) and the Federal Cartel Office.

Information on the federal government's external reporting procedures can be found under the following link: https://www.bundesjustizamt.de/DE/MeldestelledesBundes/MeldestelledesBundes\_node.html.

Internal reports via our reporting channels can be made anonymously or by stating the identity of the whistleblower . All reports are treated confidentially.

### Competences/roles and responsibilities

### Type of message

The notification can be made electronically, in writing or verbally.

When reporting electronically or in writing, please remember to include all information necessary for correct classification. It is particularly important to state that the report relates to processes in our organisation.

# Procedure after receipt of notification

## Audit of the notification

## Discontinuation of proceedings

## Report of the internal channel

## Information for the whistleblower

# Protection of the whistleblower

## Protection from reprisals

## Compensation for reprisals

## Disclosure restrictions