

Speak Up!

At DLL, we feel it is important that you feel safe at work. We want you to feel free to talk and move. We want everyone to treat each other with respect and to have the opportunity to react and reflect on actions. DLL does not tolerate inappropriate and undesired behavior, such as sexual harassment, aggression and violence, bullying and discrimination.

Speak up! is therefore supported by various channels and tools. On 1 March, the Whistleblowing hotlines are changing and another party will be providing the trusted person network. Below we list all the points:

The regular route

Members

Do you feel uncomfortable about a situation or is something bothering you? Feel free to talk to colleagues about it. This can give you new insights into situations that you find difficult and help you decide whether or not to report a particular situation.

Your Manager and HR Business Partner

Adult work relationships form the basis of our work. That means that both manager and employee are able to manage themselves and have regular conversations with each other. Even if that conversation is difficult.

Basically, DLL ensures that employees can always contact their manager when they are confronted with undesired behavior or if they suspect that someone is doing or perhaps about to do something which is against the law or violates the Code of Conduct. If the manager is involved in the undesired behavior concerned or if you are uncertain what their attitude will be, you can also contact another trusted person or your HR Business Partner.

Compliance Officer

If you suspect or have seen that things are not being done according to the Code of Conduct, you have a possibility to report this to your Compliance Officer. Your Local Compliance Officer will then pursue the case further. For more information, [click here](#).

Trusted Person Network

Trusted person (Trusted Person Network)

We make sure that you are able to have a personal and confidential conversation with a trusted person. These trusted persons are provided by KPMG (previously PwC). They can be contacted online, by phone, by e-mail or in person. The trusted persons listen, ask questions and help you take any steps you can or need to take. They may advise you to take the regular route or make an official report to the Speak Up Point. For more information, [click here](#).

Speak Up Point (previously Whistleblowing hotlines, from 1 March Speak Up Point)

Our organization has set up the Whistleblowing scheme. This is intended as an extra way for members to report (suspicions of) undesired situations or behavior via a special external channel **Speak Up Point** by **People in Touch**. Reports are totally anonymous and confidential and can be made via a website or an automatic phone line. For more information, [click here](#) (to the introduction of Speak Up Point).

In order to report undesired situations or behavior, you can also contact KPMG. Besides playing the role of trusted person, they also accept reports in the framework of the Whistleblowing scheme.

We would like to **further emphasise** that reports to the Trusted person Network and the Speak Up Point of People in Touch may be made anonymously, as long as this is legally permitted in the relevant situation. Furthermore, DLL has no access at all to the information recorded by the Trusted person Network and the Speak up tool of People in Touch.

Member Complaint Committee

If you do not agree with how DLL manages your working conditions, terms of employment, good employership in general or violations of the Code of Conduct, you can always submit a complaint. Click here for more information about the Member Complaint Policy.

If you have any questions or comments, you can always contact [Peter Witsen](#), VP Corporate Compliance.