



Whistleblower's Reporting Procedure





Integrity is important in everything we do – always. We believe it is important that employees and third parties can report any actual or suspected abuses and irregularities that take place at Wetac or any of its related parties. That’s why we have a whistleblowing policy and procedure in place.

1. For whom?

Employees and third parties can report actual or suspected abuses and irregularities that take place at Wetac via our Whistleblower’s reporting procedure. Employees are encouraged to first discuss actual or suspected abuses and irregularities with their manager, if possible. If this is undesirable for any reason, they can make use of the whistleblowing procedure.

2. What the procedure is not intended for

Wetac’s whistleblowing procedure is intended solely for reporting actual or suspected abuses and irregularities. The whistleblowing policy is not intended to cover complaints relating to Wetac; wrongdoings or complaints about clients of Wetac; handling or reporting employees’ personal grievances.

3. How to report wrongdoings or irregularities

Reports can be made by following the instructions under 5: Whistleblowing Report.

4. Protection

All reports covered by the whistleblowing procedure are handled in strict confidentiality, subject to applicable legal requirements. Wetac will do everything in its power to protect employees who, in good faith, report actual or suspected abuses and irregularities under this whistleblowing policy.

This policy is designed to allow employees and third parties to report the following irregularities:

- Dishonest, fraudulent, inappropriate, illegal or negligent professional activity or behavior by another person;
- Failure by another person to act appropriately, with propriety or in accordance with the law when carrying out their duties.

Abuses and irregularities include (but are not limited to):

- Criminal offences
- Breaches of civil law or regulations
- Violations of Wetac’s core values or other unethical conduct
- Repetitive and/or intentional breaches of Wetac's internal rules and regulations
- Harassment, bullying or other forms of unfair discrimination in the workplace
- Endangerment of the health or safety of any person

However, this policy is not designed to allow employees to express their personal grievances.



Please note that, if a report has been filed without leaving any contact details, the person who filed the report cannot be contacted. Alternatively, if, for any reason, an employee should feel uncomfortable using this route, they can contact our case manager at the Arbodienst Ttif.

5. Whistleblowing Report

You can use this route to report actual or suspected abuses and irregularities at Wetac.

Read the information below carefully before submitting a report.

- Please provide your (email) address, even if you are making an anonymous report. This is not required. We will use this (email) address to contact you if we need more information. Your details will be treated with the strictest confidentiality.
- If you do not provide contact details, we will not be able to contact you. As a result, we might be unable to conduct further investigations into your report. If you have provided contact details, we might contact you to obtain further information.

The whistleblowing policy is intended solely for reporting actual or suspected abuses and irregularities.

6. Procedure

Either email your report to info@wetac.nl (for Management M. van Wijngaarden), csr@wetac.com (for office management CSR E. Blom), irma@wetac.nl (for Human Resources I. Leenen) and/or your direct manager. In case of an anonymous report you could write a letter.

Please note that, if a report has been filed without leaving any contact details, the person who filed the report cannot be contacted.

Alternatively, if, for any reason, an employee should feel uncomfortable using this route, they can contact our case manager at the Arbodienst Ttif.