

An aerial view of a dense city skyline, likely New York City, with numerous skyscrapers. Overlaid on the city are vibrant purple energy lines that form a complex, swirling pattern, suggesting a network or data flow. The lines are bright and have a glowing effect, contrasting with the dark, metallic tones of the buildings.

TKE MOVE
BEYOND

TK ELEVATOR ETHICS LINE

Rules of Procedure

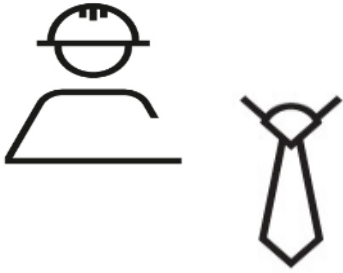


- As one of the global market and innovation leaders, we at TK Elevator hold ourselves to the **highest legal and ethical standards**.
- **Being compliant** with laws, regulations, our Code of Conduct and internal guidelines is a core value for TK Elevator in order to protect our company, colleagues and our business partners.
- At TK Elevator, we live up to the **commitment to honesty and transparency**.
- Employees and third parties affected by our actions can always raise their concerns. **“Speaking up”** is strongly encouraged, always appreciated

→ TK Elevator provides a dedicated reporting system, that includes both, reporting channels at group company level and a central reporting enables reporting directly to the Compliance department

WHO CAN SUBMIT A REPORT?

The TK Elevator reporting channels are open to



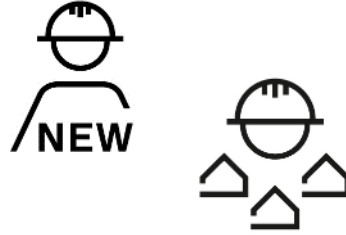
PEOPLE WORKING @ TKE

TEMPORARY WORKERS

TRAINEES

Interns

EMPLOYEES OF SUBSIDIARIES



SUBCONTRACTOR & SUPPLIER

BUSINESS PARTNERS

INDIRECT SUPPLIERS

EMPLOYEES OF SUPPLIERS OR SUBCONTRACTORS



THIRD PARTIES

CUSTOMERS

MEMBERS OF THE UNION

CIVIL SOCIETY ORGANIZATIONS

Residents

CONTENT OF THE REPORT (WHAT MIGHT BE REPORTED?)



Health and Safety violations

Insufficient safety standards regarding workplace, work location or tool/equipment
Violations of regulations on working hours or breaks
Inadequate instruction, training or guidance regarding safety requirements.

Unequal treatment or discrimination

Sexual harassment or assault
Discrimination in relation to race, gender, sexual preference

Child or forced labor

Forced labor / Human trafficking
No or inadequate payment or labor under threat of punishment/ penalties

Violations of Environmental laws

Causing adverse contamination of air, ground, or water sources.
Deprivation of access to clean drinking water or food sources

Disregard of trade union rights

Disregard for the right of employees to establish trade unions or to organize a strike
Trade union membership as a reason for retaliatory measures

CONTENT OF THE REPORT



However, the reporting channels at TK Elevator are **not limited** to human rights-related reports

If you have observed **any other kind of misconduct**, do not hesitate to report it as well!

Reports may especially concern the TKE **Compliance** core topics

- Anticorruption
- Anti money laundering
- Data Protection
- Antitrust
- Export Control

As well as violations against labor standards which fall under the TK Elevator “Global Framework Agreement” between the Company, the Group Works Council, IG Metall, and the IndustriALL Global Union.



TK ELEVATOR ETHICS LINE

If you, as an TK Elevator employee or an external party, want to report your concerns directly to our global Compliance Team, you are welcome to use the TK Elevator Ethics Line which includes the following reporting channels. There are no costs or fees for any of these options



Web-based platform

Our web-based online platform enables you to submit reports to our Compliance Investigations Team. It is possible to upload documents and stay in touch via a mailbox.

Any communication is confidential You can reach the web-based platform via the following link:

<https://tke-wb.compliancesolutions.com/>



E-Mail

You can send your report to the following e-mail address as well:

investigations@tkelevator.com

Only the Compliance Investigations Team has access to incoming e-mails to ensure confidentiality.



Hotline

If you wish to submit a report by phone, you can call our hotline (voicemail or, in the US, operator) at the following telephone number:

German (Germany)	+ 49 711 95339978
English (Germany):	+ 49 71195339979
English (US):	+ 1 (844) 9704154
Chinese (China):	+ 86 21 60314571
English (Japan):	+ 81 50 58653061
Portuguese (Brazil):	+ 55 11 31817795
Spanish (Columbia):	+ 57 1 3810670

DECENTRALIZED REPORTING CHANNELS



Supervisor / or point of contact

If you are a TKE employee , we encourage you to address your concerns with your supervisor.

If you are not a TKE employee, you might first approach your point of contact in the respective group company

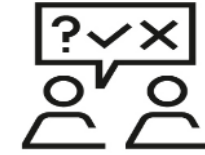
Our leader ensure that you are heard and that they have an open door to everyone who wants to raise concerns



The Compliance Manager

You may also contact the Compliance Manager who is responsible for the respective group company. The Compliance Manager is usually the CFO.

If the Compliance Manager is unable to remedy the situation, he or she will forward your report to the responsible department.



The Compliance Officer

You may, of course also contact the Compliance Officer responsible the respective Group company. (S)He will provide you with support for all questions regarding your report.

For TKE Employees an overview of the responsible Compliance Officers can be found here: [How to contact my Compliance Officer](#)

If you are not sure who is responsible as Compliance Manager or Compliance Officer for a company, please contact investigations@tkelevator.com. You will be given the correct contact person in a timely manner.

CONFIDENTIALITY AND COMMUNICATION



Confidentiality

Regardless of the reporting channel chosen, all reports are treated with the highest level of **confidentiality** and the identity of the whistleblower is protected with the utmost care .

As far as possible in the respective jurisdiction, reports can also be submitted **anonymously**. Irrespective of this, reporting persons are encouraged to provide contact information to enable communication even after the report has been submitted.

Communication and feedback

You will receive a **confirmation of receipt** regarding your report within 7 days of that receipt. A different timeframe will apply, if set differently by the local law.

Feedback regarding the status of a report can only be provided when the reporting person discloses his/her contact details or a communication channel with the reporting person exists.



RECIPIENT OF THE REPORT AT TK ELEVATOR

All reports submitted via the TK Elevator Ethics Line are received by the **Compliance Investigations Team** as the responsible department.

The Compliance investigations team members report directly to the Chief Compliance Officer and are thus an **independent function** within TK Elevator.

The team consists of fully qualified lawyers who are subject to **professional confidentiality** and are trained to handle complaints.

The **main task** of the team is receiving and assessing reports as well as conducting compliance investigations.

Upon receipt of a report, the Compliance Investigations Team will conduct an **initial assessment** of the content of the report.

Since the TK Elevator Ethics Line is open to reports on various topics, the responsibility and structure of the investigation team will be determined on a case-by-case basis. If departments other than Compliance Investigations are conducting the investigation, they are also obligated to maintain confidentiality.

Information about a report will never be disclosed to the affected department ("accused")





Reporting to external parties

TK Elevator encourages whistleblowers to use the available channels to address their concerns so that any issues can be investigated and resolved properly. However, nothing in this document is intended to prohibit the submission of reports to authorities / external whistleblowing channels .

PROTECTION OF THE REPORTING PERSON



Reports can also be submitted **anonymously** . Irrespective of this, whistleblowers are encouraged to provide contact information to enable communication even after the report has been submitted

TK Elevator **protects** reporting persons from any adverse legal or factual consequences that may be influenced by TK Elevator. TK Elevator **will not accept retaliation** of any kind, such as disciplinary action, threats or intimidation, for making a **bona fide report** or **cooperating in the investigation** of a potential misconduct. TK Elevator encourages whistleblowers to submit reports through the reporting channels provided by TK Elevator, so that appropriate protection for whistleblowers can be ensured.

Reports not made in good faith or reporting knowingly false information is itself a violation. Persons submitting such "malicious reports" are **not protected** and measures taken in consequence of such reports are **not considered as retaliation**.

PROTECTION OF OTHER PERSONS INVOLVED

TK Elevator is committed to safeguard the **legitimate interests of all persons affected by a report**, in particular the rights of the accused, potential witnesses and persons supporting a whistleblower in submitting a report.

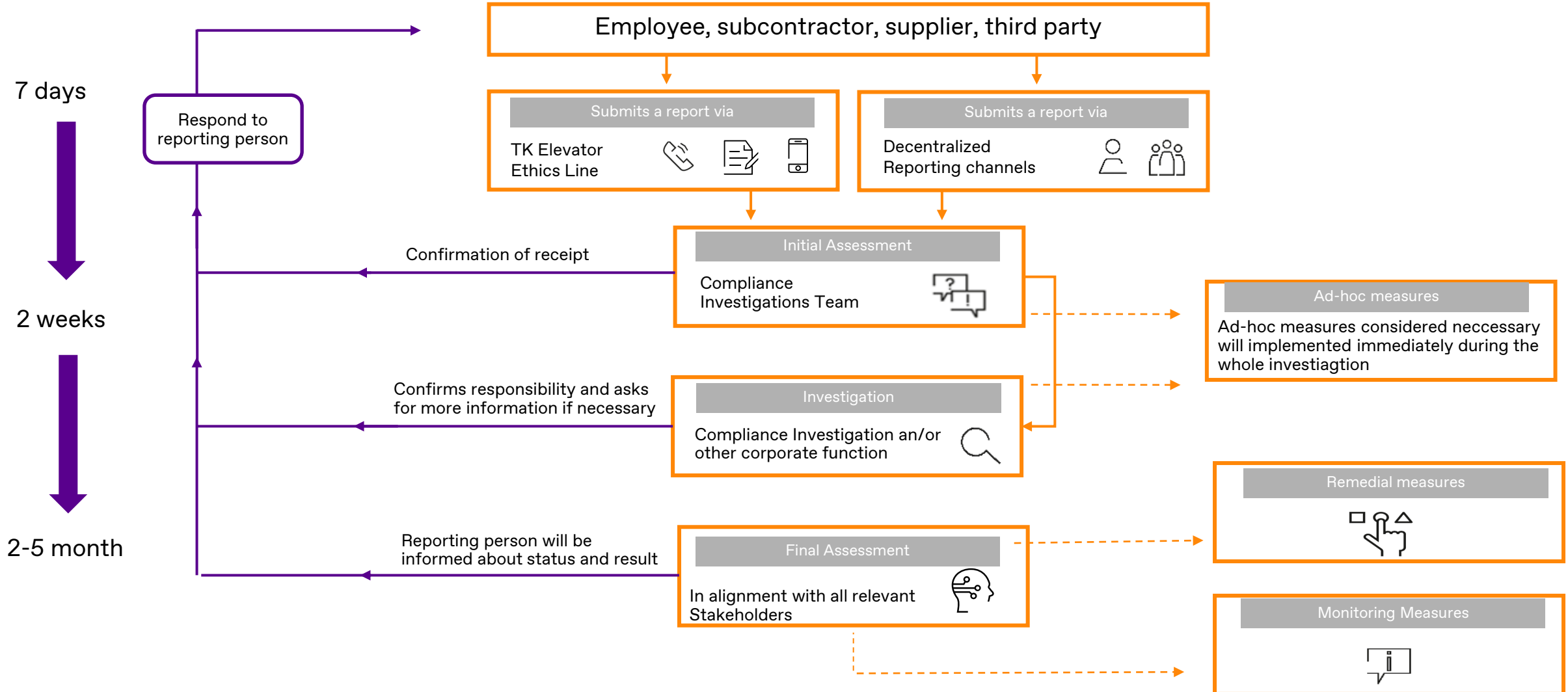
The departments responsible for internal investigations and audits at TK Elevator strictly follow the **presumption of innocence** in their investigations.

Since raising allegations against an individual can have **serious personal and professional consequences**, it is important that the whistleblower system is used responsibly and with respect.

TK Elevator and the departments responsible for receiving whistleblowing reports will not support any action that may cause employees or third parties to become the victims of unsubstantiated or false accusations.



PROCESS OF THE COMPLAINT HANDLING



TKE

**MOVE
BEYOND**