

Dear Colleagues,

Transparency and open minds, integrity and commitment to highest quality are the keys to our success. All of us are proud that VAC's business culture has always been built on these values.

To foster and enhance this culture we have decided to launch the attached new SpeakUp Policy including a brief introduction.

By this Policy we want to encourage each of you to address and talk openly about any serious concern you may have in terms of any potential violation of our values as specified in detail in our Code of Conduct.

Our Code of Conduct and the SpeakUp Policy can be found on the VAC website (<a href="https://www.vacuumschmelze.com">www.vacuumschmelze.com</a>) under the section Downloads/Compliance.

Any such concerns may for example refer to any harassment, discrimination, violation of our quality commitments or any breach of mandatory law including but not limited to any corruption regulation.

The SpeakUp Policy gives you guidance on how to raise concerns properly and how we will protect every employee who raises serious concerns. Please help us keeping VAC the excellent place to work by speaking up and raising any serious concern you may have. It will be highly appreciated.

Dr. Erik Eschen Chief Executive Officer

## SpeakUp Policy - Introduction

### 1. Why it is important to SpeakUp?

VAC Group is committed to compliance with all applicable laws and the highest standards of integrity and ethics. We want to do this the right way. By reporting your concern, you help us, to take action and improve the situation. If you remain silent, this can only make the situation worse. This is why we want to encourage you to report all suspicions of fraudulent or unethical conduct in serious violation of the Code of Conduct and all violations of the law.

## 2. What kind of issues can you raise?

You can raise every serious suspected illegal activity, fraud, or any other activity, which appears to be inconsistent with our Code of Conduct or applicable law.

## 3. How can I speak up?

If you suspect any misconduct, we encourage you to address this directly with the person(s) involved. If this is not possible or you do not feel comfortable in doing so, please feel free to raise questions and concerns through any of the available channels described below:

#### a. Talk to your (direct) manager

The first person to approach when raising a concern is your direct manager. If this is not possible or you do not feel comfortable doing so, please feel free to raise questions and concerns through any of the available further channels as described below.

### b. Talk to the Compliance Officer

It is also possible to contact your local Compliance Officer directly.

#### c. Talk to the Chief Executive Officer and the Chief Compliance Officer

You may also contact the Chief Executive Officer and the Chief Compliance Officer of VAC Group. Please find a list with the contact details of the VAC Compliance Team on the VAC website (<a href="https://www.vacuumschmelze.com">www.vacuumschmelze.com</a>) under the section downloads/compliance.

#### d. Use the SpeakUp line

In the event you believe that your concern cannot be dealt with through any of the channels above, you can use the SpeakUp line to report your concern. The SpeakUp line allows you to engage in communication with the VAC Compliance Team confidentially, anonymously, and in your own language. You can do this via web or phone. The dial-in and access details for SpeakUp in the various countries are set forth in the attachment hereto. SpeakUp line is being managed by an independent service provider and is available 24/7/365.

For further information's, please see the SpeakUp Policy on the VAC website (<a href="www.vacuumschmelze.com">www.vacuumschmelze.com</a>) under the section Downloads/Compliance.



# **Dial-in and access details:**

	Country	Phone Instruction	Webservice URL	Access code	Language Option 1	Language Option 2	Language Option 3	Language Option 4
			(general URL:					
			www.speakupfeedback.eu/web/dn4hj5					
1	ARGENTINA	08006660078	www.speakupfeedback.eu/web/dn4hj5/ar	72010	Latin American Spanish	US English		
2	AUSTRALIA	1800452051	www.speakupfeedback.eu/web/dn4hj5/au	78897	English			
3	AUSTRIA	0800-295175	www.speakupfeedback.eu/web/dn4hj5/at	96408	German	English		
4	BELGIUM	0800-71365	www.speakupfeedback.eu/web/dn4hj5/be	85724	Flemish	French	English	
5	BRAZIL	08008919678	www.speakupfeedback.eu/web/dn4hj5/br	09964	Brazilian Portuguese	US English		
6	CANADA	1-866-8181239	www.speakupfeedback.eu/web/dn4hj5/ca	73900	US English	French Canadian		
7	CHILE	12300202775	www.speakupfeedback.eu/web/dn4hj5/cl	68958	Latin American Spanish	US English		
8	CHINA	4009901434 If you are calling with provider Netcom: 108007440179 If you are calling with provider Telecom: 108004400179	www.speakupfeedback.eu/web/dn4hj5/cn	39523	Mandarin Simplified	Cantonese Simplified	English	
9	CZECH REPUBLIC	800 900 538	www.speakupfeedback.eu/web/dn4hj5/cz	85321	Czech	English		
10	DENMARK	80885638	www.speakupfeedback.eu/web/dn4hj5/dk	43713	Danish	English	<b>—</b>	
11	EGYPT	0800 0000615	www.speakupfeedback.eu/web/dn4hj5/eg	82344	Arabic	English		
12	ESTONIA	800 0044 208	www.speakupfeedback.eu/web/dn4hj5/ee	09626	Estonian	English		
13	FINLAND	08001-13031	www.speakupfeedback.eu/web/dn4hj5/fi	96345	Finnish	English	Swedish	
14	FRANCE	0800-908810	www.speakupfeedback.eu/web/dn4hj5/fr	60791	French	English		
15	GERMANY	0800-1801733	www.speakupfeedback.eu/web/dn4hj5/de	97857	German	English		
16	GREECE	0080044142695	www.speakupfeedback.eu/web/dn4hj5/gr	48176	Greek	English		
17	INDIA	0008004401221	www.speakupfeedback.eu/web/dn4hj5/in	03089	English	Hindi		
18	IRELAND	1800-552136	www.speakupfeedback.eu/web/dn4hj5/ie	87048	English	-		
19	ITALY	800-787639	www.speakupfeedback.eu/web/dn4hj5/it	22326	Italian	English		
20	JAPAN	0120 774878	www.speakupfeedback.eu/web/dn4hj5/jp	54030	Japanese	English		
21	KOREA (SOUTH)	007984424261	www.speakupfeedback.eu/web/dn4hj5/kr	24759	Korean	English		
22	KUWAIT	22282084	www.speakupfeedback.eu/web/dn4hj5/kw	63477	Arabic	English		
23	LATVIA	8000 2490	www.speakupfeedback.eu/web/dn4hj5/lv	12869	Latvian	English		
24	LITHUANIA	880090006	www.speakupfeedback.eu/web/dn4hj5/lt	92971	Lithuanian	English		
25	LUXEMBOURG	800-21048	www.speakupfeedback.eu/web/dn4hj5/lu	76553	French	German	English	
26	MALAYSIA	1-800-88-4307	www.speakupfeedback.eu/web/dn4hj5/my	41702	Malay	English		
27	MEXICO	018001234618	www.speakupfeedback.eu/web/dn4hj5/mx	83011	Latin American Spanish	US English		
28	NETHERLANDS	0800 0222931	www.speakupfeedback.eu/web/dn4hj5/nl	94175	Dutch	English		
29	NORWAY	800-18333	www.speakupfeedback.eu/web/dn4hj5/no	18879	Norwegian	English		
30	POLAND	008004411739	www.speakupfeedback.eu/web/dn4hj5/pl	07702	Polish	English		
31	PORTUGAL	800-831528	www.speakupfeedback.eu/web/dn4hj5/pt	16229	Portuguese	English		
32	SAUDI ARABIA	8008442726	www.speakupfeedback.eu/web/dn4hj5/sa	80780	Arabic	English		
33	SLOVAKIA	0800004529	www.speakupfeedback.eu/web/dn4hj5/sk	21315	Slovak	English		
34	SLOVENIA	080080806	www.speakupfeedback.eu/web/dn4hj5/si	31274	Slovene	English		
35	SOUTH AFRICA	0800991526	www.speakupfeedback.eu/web/dn4hj5/za	58230	English	_		
36	SPAIN	900-973174	www.speakupfeedback.eu/web/dn4hj5/es	26042	Spanish	English		
37	SWEDEN	020-798813	www.speakupfeedback.eu/web/dn4hj5/se	81483	Swedish	English		
38	SWITZERLAND	0800-561422	www.speakupfeedback.eu/web/dn4hj5/ch	63842	Swiss German	French	Italian	English
39	TURKEY	00800 448824369	www.speakupfeedback.eu/web/dn4hj5/tr	57396	Turkish	English		
40	UNITED ARAB EMIRATES	80004412727	www.speakupfeedback.eu/web/dn4hj5/ae	37639	Arabic	English		
41	UNITED KINGDOM	0800-1693502	www.speakupfeedback.eu/web/dn4hj5/gb	55799	English			
42	UNITED STATES	1-866-2506706	www.speakupfeedback.eu/web/dn4hj5/us	45690	US English	Latin American Spanish		