

WHISTLEBLOWER – HOOKED APS

1. Who does the Policy apply to?

1.1. This Policy applies to all employees at Hooked ApS.

1.1.1. Furthermore, this policy applies to all Hooked customers, partners and others who have interacted with Hooked.

2. Objective and purpose

2.1. Hooked is committed to maintaining a workplace that is right to our employees, customers, partners, and the society in general.

2.2. Hooked expects all employees to always share concerns with their direct manager or with HR.

2.3. The Whistleblower Policy is here to ensure that all Hooked employees as well as customers, partners and others have a channel where they can report any potential breaches of laws or regulations applicable to Hooked ApS.

3. What can be reported through the Whistleblower scheme?

3.1. Any concerns regarding breaches of laws and regulations as well as breaches of Hooked's internal policies or standards and other serious matters.

3.2. Hooked encourages all to raise concerns on potential breaches which have occurred, or most likely have occurred, within Hooked ApS's organization or otherwise in relation to the Hooked employees' performance of their work.

3.3. Examples of concerns that can be reported through the Whistleblower scheme are breaches of laws regulations as well as breaches of Hooked's sexism and harassment policy and other serious concerns.

3.4. Matters which regards each employee's individual employment engagement, employment terms, breach of the policies in Employee Handbook etc. are not covered by the Whistleblower policy and should not be reported through the Whistleblower scheme. Such concerns should however be raised with each employee's manager or HR.

4. How to report through the Whistleblower scheme?

4.1. It's possible to report under the Whistleblower scheme via different channels: Email:

whistleblower.hooked@gmail.com

Physical meeting: By requesting a physical meeting by sending an email to

whistleblower.hooked@gmail.com

4.2. The identity of the Whistleblower will be kept confidential and only the Whistleblower-Group will have access to the identity of the Whistleblower

4.3. It's possible to make a reporting through the Whistleblower scheme anonymously. If a whistle blower wishes to be anonymous, the whistle blower will need to send the whistle blower reporting from a neutral email account created for the purpose of making the whistle blower report. The reporting that is made anonymously can't get any response, follow-up or any kind of communication from Whistleblower-Group

5. Handling of a Whistleblower reporting

5.1. Who receives and handles reporting under the Whistleblower scheme?

Hooked's HR Manager will have access to, and handle reports sent under the whistle blower scheme. The Whistleblower-Group will carefully investigate the concerns reported and take appropriate actions. If the e-mail contains the word "HR MANAGER" the e-mail

will automatically be forwarded to another employee at Hooked, and the HR Manager won't have the possibility to read or handle the report.

5.2. The Whistleblower-Group might contact the Whistleblower during the investigation of the concern raised in order to make sure the investigation is done thoroughly.

The Whistleblower will receive a receipt of a reporting latest 7 days after the reporting is made. Furthermore the Whistleblower will receive feedback as soon as possible and latest 3 month after reporting.