

## **THE LOTOS GROUP MISCONDUCT PREVENTION POLICY**

**The Management Board of Grupa LOTOS S.A. clearly defines a misconduct prevention policy – ZERO TOLERANCE FOR MISCONDUCT.**

By establishing this Misconduct Prevention Policy, we express our commitment to constantly improving key management processes for effective protection of the LOTOS Group's reputation and assets and consistent enhancement of its value. A systematic approach to misconduct prevention supports our goal of maintaining a high level of the organisation's immunity to misconduct.

We act in compliance with the rules specified in the LOTOS Group's Code of Ethics, which develop and foster the awareness of and the need for adherence to the system of values and standards of conduct embraced by the organisation.

This Policy complies with the applicable laws and the LOTOS Group's internal regulations.

### **Definition of misconduct**

Misconduct is construed as an intentional act or omission which constitutes violation of the law or a breach of the LOTOS Group's internal regulations, committed to secure an unlawful gain or causing the Company to sustain an undue loss. The gain or loss may financial, tangible or intangible. All forms of bribery and corruption are deemed misconduct.

This Policy applies to all instances of misconduct or alleged misconduct.

### **Responsibility**

Responsibility for promoting a work environment free of any forms of misconduct, detecting and preventing misconduct and minimising its negative consequences lies with the management of each of the LOTOS Group companies. Each unit manager, as a person whose role is to help steer the organisation towards a desirable culture of ethics, should be extremely sensitive and alert to any irregularities, unusual occurrences or violation of the rules of conduct within the area of their responsibility.

### **Reporting instances of misconduct**

At the LOTOS Group, we find unacceptable not only acts of misconduct themselves, but also concealment of knowledge of such acts being committed.

Each employee must, without undue delay, report any suspected instance of misconduct, committed or allegedly committed by the Group's management and/or employees, suppliers, contractors or other entities who have business relations with the LOTOS Group, to the Head of the Internal Control Office, either directly or through their superior. Misconduct may be reported anonymously, and employees reporting in good faith will be fully protected against any form of retaliation.

In addition to a personal meeting, both internal and external stakeholders of the LOTOS Group may safely and effectively report an instance of misconduct through one of the following channels:

- in a telephone call or by voicemail (+48 504 181 048);
- by email to [zawiadomienia@grupalotos.pl](mailto:zawiadomienia@grupalotos.pl);
- by filling in an online report form at [http://odpowiedzialny.lotos.pl/1700/nasza\\_odpowiedzialnosc/w\\_biznesie/polityka\\_przeciw\\_dzialaniu\\_naduzyciom](http://odpowiedzialny.lotos.pl/1700/nasza_odpowiedzialnosc/w_biznesie/polityka_przeciw_dzialaniu_naduzyciom);
- by post, in a letter addressed to: Szef Biura Kontroli Wewnętrznej (Head of the Internal Control Office), Grupa LOTOS S.A., ul. Elbląska 135, 80-718 Gdańsk, Poland.

Information and reports misconduct or alleged misconduct received through one of the channels listed above are promptly forwarded to the Head of the Internal Control Office, who is responsible for ensuring that an explanatory procedure is instigated.

The Head of the Office of Internal Control informs the Head of Safety and Internal Control in monthly reports of the obtained information and reports and their scope.

If misconduct is alleged to have been committed, the Internal Control Office immediately takes steps to gather information required to verify the allegation and to carry out investigation in order to properly classify the occurrence. If an instance of misconduct is verified, appropriate action is taken, including action entailing disciplinary, personal, corporate or material liability, and measures preventing such occurrences in future. Where necessary, appropriate authorities are notified and a suit is brought against the person who has committed the misconduct to ensure that the damage suffered by the Company is redressed.

If appropriate authorities are notified of an instance of misconduct, any documents evidencing the misconduct, collected in the course of the investigation, are made available to the authorities in accordance with applicable laws.

## Privacy notice

### **I. Personal data controller**

*The controller of personal data, within the meaning of Article 4 (7) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as the "GDPR"), provided for the purpose of reporting or investigating any instance of misconduct or a similar event is the LOTOS Group company to which the report pertains. The controller's contact details are available on [www.lotos.pl](http://www.lotos.pl). Where a report pertains to Grupa LOTOS S.A., the controller can be contacted by email: [lotos@grupalotos.pl](mailto:lotos@grupalotos.pl) or by a letter sent to: ul. Elbląska 135, 80-718 Gdańsk, Poland.*

### **II. Data Protection Officer**

*If the personal data controller has designated a Data Protection Officer, the latter may be contacted by email or by post on any matters related to personal data processing and exercise of the rights related to personal data processing. Relevant addresses are posted by the LOTOS Group companies on [www.lotos.pl](http://www.lotos.pl) or in internal communications. Grupa LOTOS S.A. has appointed a Data Protection Officer, who can be contacted by email: [iod@grupalotos.pl](mailto:iod@grupalotos.pl) or by a letter addressed to: Grupa LOTOS S.A., ul. Elbląska 135, 80-718 Gdańsk, Poland, marked: "Inspektor ochrony danych" (Data Protection Officer).*

### **III. Purposes of personal data processing**

Personal data will be processed for the purposes of receiving and investigating a report of misconduct or alleged misconduct, and, where justified, for the purpose of reporting a suspected offence to law enforcement authorities.

### **IV. Legal basis for personal data processing**

The legal basis for the processing of your personal data:

- a) the legitimate interests pursued by the controller, provided for in Article 6(1)(f) of GDPR, which are to prevent misconduct and protect the LOTOS Group's reputation,
- b) compliance with a legal obligation to which the controller is subject, provided for in Article 6(1)(c), which is the obligation to notify law enforcement authorities of a suspected offence pursuant to Art. 304.1 of the Code of Criminal Procedure.

### **V. Disclosure of personal data**

Where justified, personal data may be transferred to authorised persons by operation of law. Personal data may also be transferred to entities processing personal data on instructions from the controller, including to Grupa LOTOS S.A., operators of IT systems used for the purposes referred to above, archiving and maintenance service providers, legal advisors and auditors, provided that such entities process such data under relevant agreements with the controller and solely in accordance with the controller's instructions.

### **VI. Data storage period**

Personal data will be stored for three years from the end of the investigation or until the legal obligation to store the data has expired. Where an offence or a tax offence is found to have been committed, personal data will be stored for 25 years, as these offences have a 25-year statute of limitations.

### **VII. Rights of data subjects**

Data subjects have the right to:

- a) access their data and receive a copy thereof,
- b) rectify (correct) their data,
- c) erase and restrict the processing of their data,
- d) object to the processing of personal data on grounds relating to their particular situation, where their data is processed on the basis of the controller's legitimate interests. Such an objection may be raised at any time by email or by a letter sent to the addresses given above,
- e) lodge a complaint with the President of the Personal Data Protection Office (sent to the address of the Personal Data Protection Office: ul. Stawki 2, 00-193 Warsaw, Poland) if they believe their personal data is processed in contravention of the applicable personal data protection regulations.

In order to exercise your rights, please contact the data controller or the Data Protection Officer. Relevant contact details are available on [www.lotos.pl](http://www.lotos.pl). The contact details of Grupa LOTOS S.A.'s Data Protection Officer are provided above.

### **VIII. Freedom to provide data**

Providing personal data is voluntary. Not providing personal data will not be the determining factor in deciding whether a report is considered or not.

### **IX. Personal data profiling**

Personal data will not be profiled or used for automated decision making.