



PRAKAB PRAŽSKÁ KABELOVNA

Procedure for making submissions

If you want to exercise your right to file a complaint or report something, you can do so by phone, in writing (by email or letter), or in person.

For telephone submissions, you can call the following number:

- 272 070 224, Ing. Eva Zatloukalová

For email submissions, you can use the following email address:

- compliance@prakab.cz, (Ing. Eva Zatloukalová)

By letter or in person (after making an appointment by email or phone) at the following address:

PRAKAB PRAŽSKÁ KABELOVNA, s.r.o.
Ke Kablu 278
Praha 10
102 00

Contact person:

- Ing. Eva Zatloukalová

Information that the submission/complaint should contain:

- the envelope must be labelled 'Whistleblowing - for the attention of the compliance officer - do not open!'; if this condition is not met, the confidentiality of the whistleblower's identity or the contained information cannot be completely guaranteed
- the subject of the complaint
- foundations for its investigation
- contact details (name, phone number, email address, home address) - not mandatory if the whistleblower is to remain anonymous

After you exercise your right to make a submission, the compliance officer will inform you whether your submission was accepted or rejected within 7 working days.

If your submission is accepted, the complaint will be resolved and you will receive a written notification within 30 (in justified cases up to 90) days from the receipt of the submission, if information allowing a written (letter, email) or oral (telephone contact) response is provided.

Dissatisfaction with the handling of submissions is dealt with by the SKB Group compliance officer:

- Ing. Markéta Marečková,
Tel. no.: 724 326 841,
Email address: marketa.mareckova@skb-group.at.

The whistleblower's obligations

Given the circumstances and information available to him at the time of his submission, the whistleblower should have good reason to believe that the facts reported or



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published by him are authentic and true. It is forbidden to report facts that he knows to be untrue. **Such behaviour can be penalized.**

When obtaining documents that prove the reported facts, the whistleblower **must not commit acts that could be considered criminal acts.**

The whistleblower should **act in the public interest and in good faith that the report submitted by him is based on credible facts.**

The whistleblower should be able to identify the area the **illegal act concerns** and consider what verifiable information he can provide about the reported illegal act. The scope and quality of the provided information can affect the way the report is investigated.

If you don't want to exercise your right to make a submission directly with the company, you can make a submission through the Ministry of Justice of the Czech Republic or the Police of the Czech Republic:

Ministry of Justice of the Czech Republic:

Online submission:

- <https://oznamovatel.justice.cz/chci-podat-oznameni/>

Telephone submission:

- Telephone no.: 221 997 840

Email submission:

- Email address: oznamovatel@msp.justice.cz

By letter or in person at the following address:

- Ministerstvo spravedlnosti ČR,
Vyšehradská 16
128 10 Prague 2

Police of the Czech Republic:

- Telephone no. 158
- Website www.policie.cz