

# WHISTLEBLOWING PROCEDURE



## 1. Presentation

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All Biolandes Group companies are committed to conducting their business in accordance with the principles integrity, fairness, respect for the law and the values reflected in our Ethics Charter (the "Charter") and Code of Conduct. However, this only really makes sense if we remind ourselves of this commitment every time we observe behavior that appears to breach the law, our Charter, our Code of Conduct or our procedures and any guidelines. If you observe, witness or suspect a potential breach, we encourage you to report it. By doing so, you will enable the Biolandes Group to address the issue and preserve its ability to maintain its business, success and reputation.

This whistleblowing procedure (hereinafter the "Whistleblowing Procedure" or the "Procedure") sets out the procedures to be followed by employees and the Group when reporting a potential violation, as well as the protection afforded to the person reporting such a violation.

This Procedure has been drawn up to ensure that all cases of suspected infringement can be reported and dealt with quickly and appropriately by :

- allowing you to speak out in confidence and report the facts;
- encouraging the identification of behavior contrary to Group ethics and rules;
- ensuring that all reports are taken seriously, treated confidentially without fear of reprisal;
- collecting and processing alerts or warnings of a breach of a specific rule ;
- carrying out the necessary checks, investigations and analyses;
- defining the action to be taken on the alert ;
- ensuring the protection of the persons concerned ;
- exercising or defending legal rights.

The information gathered in the context an alert may not be reused any other purpose that would be incompatible with the above-mentioned purposes.

This Procedure is intended to complement, not replace, other Biolandes Group policies and/or procedures. It is governed exclusively by French law. Any local laws, regulations or procedures applicable to the same cases must be applied in addition to this Procedure. In the event of any conflict/divergence between this Procedure and any applicable laws, regulations or policies, the stricter rule shall prevail.

## 2. Cases that can be reported

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If you see, witness or suspect a potential offence, we encourage you to report it.

Such breaches may include the potential violation of a treaty, law, regulation, our Ethics Charter, Code of Conduct or one of the Group's procedures. The violation may be ongoing at the time you report it, have occurred in the past or be likely to occur in the future.

Attempts to conceal an offence are also covered by this Procedure and can be reported.

Here are some examples of cases that can be reported:

- You have been discriminated against by your superior;
- You are aware of falsified documents (accounting, quality, regulatory documents, etc.);
- You have witnessed inappropriate behavior (e.g. harassment) on the part of a line manager or a member of your team.

### ***Act in good faith***

The person making the report must act in good faith and refrain from deliberately making false accusations. Acting in good faith means that a report is made without malice or personal gain, and that the person making the report has good reason to believe that the accusation is true.

Any individual who wilfully makes false or misleading statements may be subject to disciplinary action or prosecution in accordance with applicable laws and regulations. Individuals who express themselves in good faith will not be subject disciplinary action or legal proceedings if their statements subsequently prove to be irrelevant.

## **3. Who can report**

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People who may report misconduct include :

- members of staff: employees and former employees and applicants when the information was obtained in the context of the former employment relationship or application);
- external and occasional employees: seconded and temporary staff, agents, representatives, etc.
- members of administrative, management or supervisory bodies;
- associates and holders of voting rights within the decision-making bodies of the Biolandes Group;
- third parties with whom the Group maintains or has maintained business relations (commercial partners, suppliers, distributors, representatives, customers, subcontractors, etc.).

## **4. How to report**

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### **4.1. Chain of command**

You can bring your concerns to the attention of your line manager.

If you are uncomfortable with the idea of reporting your concern to your supervisor, or if you are not satisfied with his or her response, you may report the same concern to your supervisor's direct hierarchy. If, for any reason, you are also uncomfortable with the idea of reporting your concern to your line manager, or if you are not satisfied with the response you receive, you can contact the Group's Legal Department or, failing that, report your concern via the Alert System.

Through this channel, you can submit a report either anonymously, or by providing identifying information.

### **4.2. Contact the Group Legal Department**

You can contact the Group's Legal Department directly at the following e-mail address: [alertes@biolandes.com](mailto:alertes@biolandes.com) . A member of the Group's Legal Department will be responsible investigating your report and will ensure that the information gathered is shared only with those persons necessary for the conduct of the investigation.

### **4.3. The Alert System**

You can access the Alert System the following web address <https://biolandes.integrityline.app>. The link will redirect you to the platform, provided by an external service provider, EQS (a company based in Germany), which guarantees adequate security measures to protect your identity and that of the person who may be implicated, as well as to ensure the confidentiality of the information provided. You will then be asked to complete a form. This form allows you to express your concerns confidentially.

Once the form has been completed, your report will be automatically forwarded to the Group Legal Department, which will process it in accordance with this Procedure.

#### **Anonymity**

Whether you use the Alert System <https://biolandes.integrityline.app> or the [alertes@biolandes.com](mailto:alertes@biolandes.com) mailbox, you can report your concerns anonymously. However, we encourage you to reveal your identity as it can be difficult, and in some cases impossible, to thoroughly investigate anonymous reports.

If you choose to remain anonymous, we will keep you informed of any action taken in response to your report, while maintaining your anonymity. For example, you can provide a non-identifiable e-mail or postal address.

In accordance with the principles of privacy protection and data minimization, no technical process will be used to re-identify you.

### **4.4. External reporting**

In accordance with applicable law, you may also choose make an external report to the local authorities. For example, under French law, an external alert can be sent to :

- authorities designated by decree (e.g. the CNIL in matters of privacy and personal data; the DGT in the case of alerts concerning individual and collective labor relations); the list of these authorities is available in the whistleblower's guide: <https://www.defenseurdesdroits.fr/guide-du-lanceur-dalerte-314> ;
- of the Défenseur des droits ;
- the judicial authority (e.g. the public prosecutor in the case of a crime).

Under French law, you also have the right to make a public notice under the following conditions:

- in the event of serious and imminent danger; or
- after an external referral has been made and no appropriate action has been taken 3 months from the date of acknowledgement of receipt; or
- when referring matter to one of the above-mentioned competent authorities would entail a risk of reprisals or would not enable the report to be dealt with effectively.

## **5. Information about your report**

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### **5.1. Shared information**

Whether you decide to use the Alert System <https://biolandes.integrityline.app> or to contact the Group's Legal Department directly via [alertes@biolandes.com](mailto:alertes@biolandes.com), please provide as much detail as possible, to enable a clear understanding and investigation of the facts. Information should be factual, presented in a neutral and objective manner, and directly related to the subject of the report.

You may submit any evidence, in any form, to support your report. Personal data provided as part of a report must be adequate, relevant and limited to what is strictly necessary with regard to the violation reported.

You must refrain from providing sensitive personal data<sup>1</sup> on the person who is the subject of the alert, unless this information is absolutely necessary to demonstrate the alleged violation. Information communicated via this system must not fall within the scope of national defense secrets, medical secrets, the secrecy of judicial deliberations, the secrecy of investigations or judicial inquiries, or the professional secrecy of lawyers.

## 5.2. Privacy

Throughout this process, the confidentiality of your identity is guaranteed. Your identity will not be disclosed to any of the persons mentioned in your report, nor to any other person without your authorization, unless required by law or regulation.

Your identity, if you provide it, and the information relating to your alert will only be shared with a limited number of people and only with those who need to know, namely the member(s) the Group Legal Department in charge of processing and managing the Alert System.

In addition, the Group Legal Department will appoint an investigation team made up of different functions depending on the nature of the report (Human Resources, Finance, etc.), whose role will be to determine the accuracy of the report.

If necessary, the Group Legal Department may call on an external third party to help it conduct the investigation.

The obligation of confidentiality extends to all persons involved in investigation process. Furthermore, unless absolutely necessary for the investigation, your identity will not be disclosed to the investigation team, only the information relating to your report.

Please note, however, that no confidentiality will be guaranteed in the event of bad-faith reporting.

## 6. Receipt and processing of alerts sent via the Alert System or mailbox

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### 6.1. Submitting your report

The Biolandes Group takes all reports of potential violations seriously. If you submit a report, you will receive an acknowledgement of receipt as well as all relevant information concerning the timeframe for its examination within a maximum of **seven days** from the date of receipt of the report (the "1<sup>st</sup> follow-up").

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<sup>1</sup> According to Article 9 of the GDPR sensitive data are those revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, as well as the processing of genetic data, biometric data, data concerning health or sex life or sexual orientation.

## 6.2. Initial review of your report

Reports received via the Alert System [https:// biolandes.integrityline.app](https://biolandes.integrityline.app) or the [alertes@biolandes.com](mailto:alertes@biolandes.com) e-mail address are processed by a member of the Group Legal Department. The latter will carry out an initial review of the report. If your report is admissible, i.e. complies with the present Procedure and the facts are relevant, you will receive notification that the Group Legal Department is examining the case or that it has been forwarded to a dedicated investigation team (the "2<sup>e</sup> follow-up").

A member the Group Legal Department may also contact you directly if the information you have provided is insufficient, provided you have chosen to reveal your identity or by replying to you via the Alert System <https://biolandes.integrityline.app> if you have chosen to use this channel.

## 6.3. Investigation

The Group Legal Department deals with all reports of potential breaches in collaboration with other members (i.e. the investigation team) of the Group or an external third party as appropriate, by investigating and reviewing all relevant information. The Group Legal Department may implement appropriate corrective measures, if necessary, based on the findings of this review and investigation.

Given the nature and scope of the reports, it is impossible to set precise deadline for the completion of investigations, but the Group Legal Department undertakes to keep you informed within a reasonable timeframe, which should not exceed **3 months** from the date of acknowledgement of receipt.

During investigation, only relevant and necessary information will be collected and stored. As a general rule, the categories of data are as follows:

- Your identity, position and contact details if you have provided them
- Information on the person who is the subject of the alert, the people involved, consulted or heard in the processing of the alert, the facilitators (natural persons who help a whistle-blower in the alert procedure) and the people in contact with you;
- Information received as part of the verification of reported facts ;
- Audit investigation reports ;
- Measures taken.

In accordance with the General Data Protection Regulation ("GDPR"), the person who is the subject of the alert must be informed within a period not exceeding one month, unless there is a duly justified exception, from the time the alert is issued.

Once the investigation has been completed, you will receive a notification informing you that the alert has been closed, together with any additional information that may need to be communicated (the "3<sup>e</sup> follow-up").

Please note, however, that in order to comply with the law and for reasons of confidentiality and respect for the privacy of the various persons concerned by the report, we will not provide you with full information on the measures taken.

## 6.4. Corrective measures

Anyone found to be involved in wrongdoing may be subject disciplinary proceedings (in the case of employees) or have their contract terminated (in the case of business partners, suppliers, shareholders,

distributors, customers, etc.).

In the event of strong suspicion of criminal activity, the facts may be reported to the police and legal action taken.

### **6.5. Protection against retaliation**

No retaliation will be tolerated by any Group employee or by the Group itself against any person who, in good faith, reports a potential violation or provides assistance to the investigating teams.

Retaliatory measures of any kind will not be tolerated, in particular the following:

- disciplinary measures, refusal of promotion, unfavourable performance appraisal, dismissal, modification of working conditions ;
- intimidation, particularly on social networks;
- harassment, discrimination.

Any person who believes that he or she has been treated unfairly by anyone in the Group because of his or her report should inform the Group Legal Department. Employees who retaliate may be subject to disciplinary action in accordance with applicable legislation, up to and including dismissal.

## **7. Data storage and protection**

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The Alert System, <https://biolandes.integrityline.app>, by its nature, will process personal data. In this context, the Biolandes Group, as data controller, has access to your personal data and that of the persons referred to or named in the alert.

The legal basis for the processing of personal data is our legal obligation in accordance with the Sapin II law (articles 6 and 17.II.2°) and the legitimate interest of the Biolandes Group, i.e. to enable the identification and treatment a breach of a rule that would be detrimental to the interests of the company.

When a person submits a report via the Alert System <https://biolandes.integrityline.app>, the Biolandes Group collects and processes personal data on users, namely: surname, first name, position and contact details, if provided.

The Biolandes Group will also collect and process personal data concerning the persons identified in the notice.

The personal data collected will be accessible only to the Group Legal Department and the investigation team, as well as to external third parties if necessary, and will be retained once the investigation has been completed in accordance with applicable laws.

Personal data may be transferred to Group subsidiaries, including those outside the European Economic Area (EEA), depending in particular on the location of the alert.

The Biolandes Group will ensure an adequate level of protection and that appropriate technical and organizational security measures are in place.

Personal data collected as part of the Alert System that is deemed to be unfounded or unimportant will be

destroyed as soon as possible.

If the facts reported fall within the scope of the Alert System but, after investigation, no legal or disciplinary action is ultimately taken, the personal data will be deleted within 2 months of the end of the investigation (or archived after anonymization for 5 years), unless the data is subject to contentious retention under applicable law, in which case deletion is suspended until the case is resolved.

If legal or disciplinary action is taken, the data will be kept until the end of this action, including any periods appeal and/or execution of the sanction (or settlement the event of an amicable solution).

In accordance with regulations on the protection of data, any person has the right to access data concerning him or her and to request rectification, it being understood that a person implicated cannot obtain, on the basis of this right of access, information concerning third parties, such as the identity of the person who made the report.

You also have the right to object to the processing of your personal data, depending on the context in which it was reported.

To exercise these rights or to make a request concerning your personal data, please send an e-mail to [correspondance@biolandes.com](mailto:correspondance@biolandes.com)

## **8. Contact**

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If you have any questions about this Alert Procedure, or to a potential breach, or for any request for information or clarification on compliance issues, please contact the Group at the following address:

**Email : [alertes@biolandes.com](mailto:alertes@biolandes.com)**