



# INTERNAL WHISTLEBLOWING SYSTEM

If you witness illegal acts in LAB, you can inform LAB through an internal whistleblowing system.

You can submit a report and be protected if conditions are met.

LAB has set up a WHISTLEBLOWING PROCEDURE.

## WHAT FACTS CAN BE REPORTED?

**Serious acts such as:**

- Crimes or offences, violations or attempts to conceal violations of the law or regulations
- Corruption
- Harassment
- Serious breaches of the LAB Code of Conduct & Ethics or LAB internal regulations
- A threat or harm to the public interest.

## WHO CAN BE A WHISTLEBLOWER?

- **Any employee** (current or former) or job applicant
- **Any individual working for a subcontractor, supplier or contractor.**

## WHAT LEGAL PROTECTION IS AVAILABLE?

- **Confidentiality:** Subject of the alert, identity of the whistleblower and persons concerned
- **No retaliation:** No sanctions, dismissal or discrimination for reasons related to the alert.

## CONDITIONS TO BENEFIT FROM PROTECTION?

- **Act in good faith** (the alert must be fair)
- **Be disinterested** (no financial compensation – condition under French law)
- **Have knowledge of the facts in a professional context** (or under French law, to know personally if outside of a professional context).



## CAUTION

- **Not just simple malfunctions:** Only serious and precise facts are concerned
- **Compliance with the reporting rules:** Legal protection only applies if the procedure is followed and conditions met
- **False disclosures:** Any public disclosing of incorrect information may result in civil and/or criminal liability.



## GOOD TO KNOW

- **Protection is guaranteed** even if the facts are inaccurate, subject to good faith and respect of other conditions (conditions can slightly vary from France to Germany)

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## INTERNAL PROCEDURE

LAB has implemented an internal procedure for handling alerts in 3 language versions:

- The alert will be managed by the LAB Ethics Committee
- Confidentiality will be guaranteed
- The whistleblower will be kept informed of the stages and progress of the investigation
- The whistleblower may be asked to provide additional information if necessary.
- The whistleblower will be informed of the final decision.

## HOW TO SUBMIT AN INTERNAL ALERT?

 **By email:** [alerte@lab.fr](mailto:alerte@lab.fr)

 **By post:** send in a double envelope marked "Confidential" to LAB  
- Ethics Committee, 259 avenue Jean Jaurès, 69007 LYON

 **Via a line manager** or the **Head of Human Resources**,  
who will forward the alert to the Ethics Committee.

## CONTENT OF THE REPORT

-  **Precise description** of the facts observed
-  **Names and positions** of the persons concerned
-  **Supporting documents**, where possible
-  Alert **reporting form** available in intranet.



 **Whistleblowers may choose** to reveal their identity or remain anonymous

 **To preserve anonymity**, they must use an appropriate mean of communication and provide complete information from the outset, as they cannot be contacted later.



Detailed whistleblowing procedure is  
available on the Intranet / [Legal section](#)

