

TDC NET GROUP'S WHISTLEBLOWER SCHEME

Adopted by the Board of Directors in TDC NET A/S on 8 December 2021

WHISTLEBLOWER SCHEME

TDC NET's whistleblower scheme covers TDC NET A/S, Dansk Kabel TV A/S and DKTV Anlæg ApS.

PURPOSE OF THE WHISTLEBLOWER SCHEME

The whistleblower scheme serves to ensure that a whistleblower can swiftly and confidentially – and, if required, anonymously – via a special independent and autonomous channel, submit reports of violations or potential violations in order to allow an independent, autonomous whistleblower unit to assess the matter and determine which steps are required.

Mandatory scheme vs. voluntary scheme

Under current law, TDC NET A/S and Dansk Kabel TV A/S are required to establish a whistleblower scheme (mandatory scheme), while it has been decided to include DKTV Anlæg ApS in the whistleblower scheme on a voluntary basis (voluntary scheme). At present, only companies with at least 50 employees are required to have a whistleblower scheme, which is the reason for the different schemes. The rules differ, depending on whether the scheme is voluntary or mandatory. This document explains the differences. If a report concerns both Dansk Kabel TV A/S and DKTV Anlæg ApS or TDC NET A/S and DKTV Anlæg ApS, the report belongs under the mandatory scheme.

WHO CAN USE THE SCHEME?

The scheme can be used by the following:

- Employees.
- Self-employed persons.
- Shareholders and members of the Executive Committee, Board of Directors, Supervisory Board or similar governing body in a company.
- Volunteers.
- Paid and unpaid trainees.
- Persons working under the supervision and management of contractors, sub-contractors, and suppliers.
- Persons reporting or publishing information which they have acquired in the course of an employment which has subsequently ended (such as former employees).
- Persons whose employment has not yet commenced, and who are reporting information about violations which they have acquired during the recruitment process or other pre-contractual negotiations (such as job applicants or employees who have not yet commenced their duties).

You are free to seek assistance with the preparation of your report – you could for instance ask a lawyer, your trade union, a shop steward or any other person (an intermediary) to help you with your report.

WHAT CAN BE REPORTED THROUGH THE SCHEME?

You may report any information, including reasonable suspicion of any actual or potential violations or serious issues which have occurred or will most likely occur in TDC NET A/S, Dansk Kabel TV A/S and DKTV Anlæg ApS. You may also report your concerns if you become aware of any attempt to conceal such violations or issues by one or more of these companies.

Violations or serious issues are acts or omissions which

amount to a serious offence or an otherwise serious issue, such as:

- Violation of any duty of confidentiality
- Abuse of financial means
- Theft
- Deceit
- Embezzlement
- Fraud
- Bribery
- Occupational safety violations
- Sexual harassment of any kind
- Severe harassment, such as bullying, violence and harassment due to race, political or religious affiliation

are illegal under EU law within a number of specific areas, including e.g.:

- Public procurement
- Money laundering
- Product safety and conformity
- Transport safety
- Food and feed safety
- Animal health and welfare
- Environmental protection
- Public health
- Consumer protection
- Protection of privacy and personal data
- Network and information system security

To view a complete list of the legislative areas covered under the whistleblower scheme and within which issues may be reported, click [here](#). Issues which may not be reported under the scheme may instead be reported via the standard communication channels, such as your nearest supervisor, the HR department or your trade union.

WHAT SHOULD YOUR REPORT INCLUDE?

To facilitate the investigation, it is important that you describe the violation or issue as accurately as possible in your report.

It is therefore important that your report includes – if possible – the following elements:

- a description of the issue,
- the person(s) involved,
- whether anyone else is aware of your suspicion of the issue,
- whether the management is aware of the issue,
- whether there are any documents to support your report of the issue,
- whether and where any further information can be found on the issue,
- the length of time over which the issue has existed, and

- whether you are aware of any attempts to conceal the issue

Openly groundless reports will not be investigated.

HOW CAN A REPORT BE SUBMITTED, AND TO WHOM?

Submit your written report to the whistleblower scheme [here](#).

All reports will be received by two lawyers from an external law firm. The two external lawyers will make a legal capacity assessment of the persons in the internal whistleblower units in TDC NET A/S, Dansk Kabel TV A/S and DKTV Anlæg ApS to determine who will be able to process a given report, and will then forward the report to the relevant persons.

The whistleblower unit handles all reports confidentially and is subject to a duty of confidentiality regarding any information included in a report.

IS IT POSSIBLE TO SUBMIT A REPORT ANONYMOUSLY?

We encourage you to state your name when you submit a report, so that it will be possible to ask clarifying questions and subsequently inform you about the further course of the investigation. However, if you prefer, you can submit your report anonymously. In that case it is important that you submit your report from a private PC or for instance a PC at a public library in order to ensure full anonymity. If you submit your report anonymously, a one-off code will be generated which, in order to safeguard anonymity, cannot later be re-created. It is therefore important that you keep this code and remember to log in using the communication module when you wish to communicate with the whistleblower unit. Similarly, it is important that you regularly log in using the communication module to see if any clarifying questions have been raised in relation to your report, as it will not be possible to get in touch with you in any other way.

The communication module is accessed via the same secure channel as the one used to submit the report.

INFORMATION TO THE WHISTLEBLOWER

If you submit a report, you will be considered a whistleblower, and you will then receive:

- an acknowledgement of receipt of your report within 7 days of receiving your report, and
- feedback in relation to your report as soon as possible and generally within three months from the acknowledgement of receipt of your report.

In this context, "feedback" means information on any action taken by TDC NET A/S, Dansk Kabel TV A/S or DKTV Anlæg ApS to assess the accuracy of the claims raised in the report and, where relevant, to counter the reported violation. Any such feedback must of course observe the rules under data protection law, which may imply certain restrictions on the content of the feedback you receive.

Depending on the circumstances, an extension of the timeframe for providing the feedback may be required. If that is the case, you will be notified about this.

INFORMATION TO AND PROTECTION OF THE PERSON(S) CONCERNED

When a preliminary examination has been conducted and relevant evidence has been secured, the reported person(s) will be notified of the matter, including the following:

- the identities of the case managers in the internal whistleblower unit in charge of investigating the report, and
- the issues described in the report.

Under current law, if the report was submitted under the mandatory scheme, the person concerned is entitled to protection of his/her identity during the investigation of the matter, and also has the right to an effective defence. Reference is also made to the privacy policy relating to the whistleblower scheme, which specifies the details of the processing of personal data as well as the rights of the data subjects.

HOW AM I PROTECTED AS A WHISTLEBLOWER?

Different rules apply, depending on whether a whistleblower submits a report under the mandatory or the voluntary scheme.

The mandatory scheme

Under current law, as a whistleblower you are protected against retaliation if you have submitted your report under the mandatory scheme. Your protection is conditional on your having a justifiable reason to presume that the information reported was correct at the time of reporting. "Retaliation" means any unfavourable treatment or consequence experienced as a reaction to a report. This could include suspension, termination of employment, demotion, etc.

If you submit your report in bad faith, fully aware that the reported information is incorrect, you are not protected against retaliation. Depending on the circumstances, you may be punished by fine if you deliberately submit false reports. As an employee, you could also face other consequences in the form of reprimands, termination of employment or summary dismissal, depending on the nature of the violation.

Protection is also provided for the following group of persons:

- Intermediaries (a person who assists you with the reporting process in a work-related context)
- Third parties affiliated with you who are at risk of retaliation in a work-related context (such as a colleague)
- Companies and authorities that you own, work for, or are otherwise affiliated with in a work-related context (such as a company owned by you).

Information about your identity as well as information which makes it possible to directly or indirectly establish your identity will not be disclosed to anyone outside the whistleblower unit without your explicit prior consent. However, information on your identity may be disclosed without your consent to other public authorities if the disclosure is made in order to prevent a violation (such as a crime which has not yet been committed) or in order to safeguard any affected persons' rights of defence. If your identity is disclosed without your consent, you will be notified of this and provided with the grounds for the disclosure, unless such notification would jeopardise any related investigations or legal proceedings. Your identity may also be disclosed in the event of legal proceedings concerning the reported issue.

Other information from your report, i.e. information which does not reveal your identity, will only be disclosed to persons outside the whistleblower unit if this serves to follow up on a report or prevent a potential offence.

The voluntary scheme

If you submit a report in good faith under the voluntary scheme, you will not be subject to retaliation. On the other hand, if you submit a report in bad faith, fully aware that the reported information is incorrect, you will not be protected against retaliation, etc., as a whistleblower. It is important to note that even if you submit a report in good faith under the voluntary scheme, you will not be covered by the Danish whistleblower act and the associated mandatory protection.

The rules on protection of the whistleblower's identity apply to both the voluntary and the mandatory scheme.

The identity of the person submitting the report will generally not be disclosed to the person whom the report concerns. In that context, however, it should be noted that according to the General Data Protection Regulation, the data subject has the right of access to the case records, unless the Regulation provides for dispensing with the data subject's request for access. The identity of the whistleblower will also be disclosed if it turns out that a false report was deliberately submitted, or if TDC NET is legally required to disclose this information.

The whistleblower's identity may also be disclosed for use in legal proceedings concerning the reported issue.

EXTERNAL WHISTLEBLOWER SCHEME

Instead of submitting your report under this whistleblower scheme, you may choose to submit your report using the external whistleblower channel provided by the Danish Data Protection Agency. The Agency's external whistleblower channel can be accessed [here](#).

It is your decision whether to submit your report to the whistleblower scheme described here, or to the external whistleblower channel provided by the Danish Data Protection Agency.

DATA SECURITY AND DATA STORAGE

Reports will remain stored for as long as this is deemed necessary and proportionate to ensure compliance with the requirements of Danish law. TDC NET A/S, Dansk Kabel TV A/S and DKTV Anlæg ApS as well as the external law firm will process all information reported via the whistleblower scheme, including information on any reported persons, in accordance with the legislation applicable at the time in question. All reports will be stored securely and it will be possible only for relevant persons from the whistleblower unit to access the information.

Reports which fall outside the scope of the whistleblower scheme will be forwarded to the HR departments of TDC NET A/S, Dansk Kabel TV A/S or DKTV Anlæg ApS, and will not be further considered under the whistleblower scheme.

In general, reports will be deleted 45 days after processing is concluded, unless there is a legitimate reason to continue the storage, for instance if this is required by other legislation, or if there is reason to believe that the report may be corroborated by any subsequent reports on the same issue. If a report is submitted to the police or any other authority, the report processing will be concluded immediately after the case has been closed by the authorities in question. If a report gives rise to disciplinary action against a reported person, or if it is otherwise deemed expedient or necessary to continue the storage of information on a reported person, the information will be stored in that person's personnel file. It should be noted that any such information will be deleted no later than 5 years after termination of the person's employment.

Should you have any questions concerning the whistleblower scheme, you are welcome to contact TDC NET Legal / Marie Malmstedt-Miller, mtmi@tdcnet.dk.

This whistleblower scheme was adopted by the Board of Directors in TDC NET A/S on 8 December 2021.