

Whistleblower Policy for Cadpeople

Cadpeople is committed to maintaining the highest standards of ethical conduct and integrity. This policy ensures that all employees can report any wrongdoing or misconduct without fear of retaliation.

This policy applies to all employees, contractors, and stakeholders associated with Cadpeople's two offices in Aarhus, DK, and Edinburgh, UK.

Reporting Channel

All reports should be submitted via the designated email address: whistleblower@cadpeople.com. This channel ensures confidentiality and is managed by a dedicated officer.

Procedure

- **Submission:** Reports can be submitted to whistleblower@cadpeople.com. All reports must include a detailed description of the observed wrongdoing, including any relevant dates, locations, and people involved.
- **Acknowledgment:** The whistleblower will receive an acknowledgment of the report within 7 days of submission.
- **Investigation:** A preliminary review will be conducted to determine the necessity for further investigation. If warranted, a thorough investigation will be initiated, maintaining strict confidentiality.
- **Resolution:** Upon conclusion of the investigation, appropriate actions will be taken to address the misconduct. The whistleblower will be informed of the outcome within 3 months of the initial report.
- **Protection:** Whistleblowers acting in good faith will be protected from any form of retaliation or harm. Cadpeople ensures that the identity of the whistleblower will not be disclosed without consent, and all personal data will be handled in accordance with GDPR regulations.

Misconducts that should be reported

The types of misconduct that should be reported include, but are not limited to:

- Corruption
- Bribery
- Theft
- Embezzlement
- Fraud

- Sexual harassment
- Severe harassment
- Slavery and human trafficking

If you become aware of any misconduct, please report it through the designated reporting channel immediately. Your vigilance helps us maintain a safe, ethical, and compliant workplace.

This policy will be reviewed annually to ensure effectiveness and compliance with current laws.