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## Foreword

Gate terminal plays a key role in the logistics for the throughput of liquefied natural gas (LNG). Employees, services and systems at our terminal guarantee reliable, safe and environmentally friendly operations. We help our customers in the further development of the natural gas and LNG markets with flexible and innovative services that are geared to respond to changing circumstances and markets. In line with this the decision has been made to expand Gate terminal's storage and regasification capacity (Tank 4 project), which consist of a new LNG storage tank and additional regasification capacity. The new capacity is expected to be ready for operation during by the second half of 2026 From the start, Gate terminal has built up an excellent reputation, one that we are keen to maintain. We do so among other things by abiding by our own code of conduct. This code is based on four core values: respect, equality, integrity and honesty. We expect members of staff working at Gate terminal, and all organisations working on behalf of Gate terminal, to know and abide by our code of conduct. This code of conduct including all its parts and provisions applies to selected contractors (and their subcontractors) which have been selected to design, procure and build Tank 4 project..

This code of conduct is a good guideline for what we do and do not expect, and what we believe is inappropriate. It does not lay down in detail what the 'right way to act' is for every situation. Instead it guides, prompts people to reflect and encourages discussions about difficult and ambiguous situations. Discussing what is decent behaviour and what is inappropriate behaviour is something we consider very important for Gate terminal's development. It demonstrates that we take one another seriously, and it helps us to achieve our objectives by ensuring that we have a positive, pleasant and safe working environment, in which we can all work together in each other's interests. We all have to contribute to this.

Most of what we outline in this in this code of conduct is very obvious. Everyone working for Gate terminal is an ambassador for Gate terminal; every member of staff is a reflection of our corporate identity. Taking this positive approach gives you something to go by in virtually all situations. Besides that, and to be absolutely clear, it is important to emphasise the rules that may not be broken.

Gate terminal is committed to ensure that contractors and subcontractors apply as minimum the same ethical principles as those applied by Gate terminal and reflected in this code of conduct. For this reason it is Gate's intention that the document will be shared with any Third Parties to be involved in the Project. We are confident that this code of conduct will help everyone working on our project and at our terminal to be successful going forward.

Marco Azzarelli  
Project Director

# Code of conduct Tank 4 Project

## 1. Integrity and business ethics

We run our operations with integrity, sincerity and transparency, and with due respect for the interests of those with whom we do business, their stakeholders and for society.

Integrity is crucial to Gate terminal's operations and may not under any circumstances be subordinated to or sacrificed for the sake of improving production, results or in any other way.

Our good reputation as a reliable and honest company is invaluable to our company. We expect everyone at the organisation to behave with integrity and to stay within the confines of the authority vested in them. The management will protect and support employees who forego opportunities or advantages that they could only have benefited from had they violated this code of conduct. All employees, regardless of the employment relationship, working at Gate terminal are expected to behave honourably. This means that they must comply with all policy statements and administrative and technical procedures and instructions.

## 2. Compliance with laws and regulations

We comply with the domestic (labour) laws and regulations and applicable international laws and regulations. This implies that any sort of dismissal, collective or individual, would need to be undertaken in line with Dutch legal requirements.

If in doubt, employees must ask their direct line manager for an explanation of these legal requirements.

If an employee violates and/or becomes aware of any violation of any law and/or regulation or any suspicion of such violation, or is (possibly) involved in any irregularity, including fraud, this irregularity must be reported without delay to their direct line manager. For further information, see our policies on fraud prevention, reporting and investigation.

## 3. Employment conditions

### **No discrimination and equal opportunities**

The recruitment, employment and promotion of employees takes place solely on the basis of qualifications and capacities (including reputation and reliability). Gate terminal strives to enable everyone to develop their talents in various ways. It is Gate terminal's policy to ensure that it offers equal employment opportunities without discrimination or intimidation based on race, colour, national origin, religion, gender, sexual orientation, age, trade union membership or any other characteristic protected by applicable laws.

### **Discrimination, intimidation, sexual harassment, aggression, violence and bullying**

Gate terminal does not tolerate discrimination, intimidation, sexual harassment, aggression, violence and bullying. Accepted. Gate terminal expects that all relationships between persons in the workplace are businesslike and free of bias, prejudice and harassment. Good and open communication with its employees are essential. Managers must set a good example in this respect.

### **Right to organise and collective bargaining**

Gate terminal recognises the freedom that employees have to establish or join an organisation of their choice (including trade unions) and will respect this right. Gate terminal will not make employment of an employee subject to the condition that he/she must or should not join a union, or must accept or relinquish trade union membership.

Gate terminal respects the rights of employees to be represented by staff representatives, trade unions and other employee organisations within the framework of applicable laws, regulations, prevailing labour relations and employment practices.

### **Working conditions**

Gate terminal considers safe and healthy working conditions for its employees to be of fundamental importance. In this context, Gate terminal expects that also housing and accommodation facilities arranged for non-local employees by (sub)contractors meet as minimum local legislation requirements .

### **Child labour and forced labour**

Gate terminal adheres to the legal minimum age requirements. Gate terminal does not employ children under the age of 16. Gate terminal will under no circumstances use forced labour.

Employees are not required to lodge deposits, and no individual will have their identity papers taken away from them on commencing employment with the company.

## **4. Health, safety and the environment**

Gate terminal strives to conduct its business in a sustainable way, one which minimises the impact on the environment as much as possible. Gate terminal has put procedures and compliance programmes in place to ensure the safety of employees, customers, the environment and society.

All these procedures and programmes are periodically assessed and amended if necessary.

That said, it is the responsibility of all employees to comply with health and safety regulations. They are available in the QMS. Unsafe situations and acts are not tolerated. Each member of staff is obliged to report unsafe situations and to intervene in the event of danger.

## **5. Corporate integrity**

### **Bribes**

In dealing with customers, suppliers, contractors or any other external party (including agents, intermediaries and government agencies), Gate terminal stipulates that all its employees must refrain from giving or accepting bribes or other valuable items for the purpose of maintaining or granting business or to obtain financial or personal advantages. Gate terminal employees must immediately refuse any requests for or offers of bribes or other items of value, and report this to the line manager.

In addition, all payments to third parties made by or on behalf of Gate terminal must comply with prevailing rules, laws, ethical norms and Gate terminal's standards, and must be accompanied by proofs of payment.

### **Business receptions/dinners/drinks**

Accepting and offering business receptions, including dinners or drinks, in the context of the company's business activities are deemed to be acceptable, provided that these kinds of receptions are within the limits of reasonableness.

### **Gifts and favours**

Business transactions may never be influenced by gifts and/or personal favours.

Accepting and providing reasonable business entertainment in the course of the company's business and giving modest business gifts to persons must be decided on in consultation with the employee's direct line manager based on local customs and regulations. All members of staff must inform their direct line manager of any gifts received from customers, suppliers or other external third parties. Should the gift have a value of EUR 50 or more per calendar year (or the equivalent in local currency), employees may only keep the gift if they have the direct line manager's approval. In most cases,

accepting incidental gifts valued at EUR 50 or less (or the equivalent in local currency) per calendar year is not contrary to or in conflict with this code of conduct.

**Irrespective of the above, employees may never accept or offer the following (with or without approval of their direct line manager):**

- Illegal gifts
- Cash or cash equivalents
- Personal services
- Loans
- Gifts or hospitality of an inappropriate nature or at inappropriate venues

### **Payments to agents/intermediaries**

Payments to agents and other intermediaries in connection with the awarding of contracts by customers and third parties are only made as a remuneration in return for the services provided and must be approved in advance by the managing director.

### **Qualifications of contractors and subcontractors**

Gate terminal must engage contractors and subcontractors based on their qualifications and capacities and in the context required for the work to be performed, including their reputation, safety performance and reliability records.

In addition, Gate terminal must ensure that these contractors and subcontractors apply the same ethical policy principles as those applied by Gate terminal and reflected in this Code.

### **Securities transactions and insider trading**

Gate terminal employees may, in the course of their work, become aware of information about Gate terminal's shareholders or other business partners that has not been made public. Employees with prior insider knowledge may not conduct private transactions involving shares belonging to shareholders and/or its business partners nor may they divulge this knowledge to third parties. The inappropriate use of such non-public or inside information is unethical and may also be a violation of the law.

(Definition: 'Insider knowledge' is defined as being privy to specific information about these companies or trade in shares that has not been made public and the publication of which could reasonably be expected to inflate or deflate the price of these shares.)

### **Drugs, alcohol and weapons**

It is strictly forbidden:

- to consume, trade, or distribute alcoholic beverages, drugs and narcotics on Gate terminal's premises; and
- be at work or acting on Gate terminal's behalf while impaired by drugs or alcohol or being under their influence.
- Being in possession of a weapon or using one on Gate terminal's grounds is not permitted.

(Definition: the term 'drugs' is taken to mean any narcotics, or performance-enhancing or mind-altering substances such as those stated in the Dutch Opium Act [Opiumwet].)

### **Smoking**

Smoking is only permitted in the areas designated for that purpose at Gate terminal's premises or on its grounds.

### **Money laundering**

Gate terminal or its employees will ensure that they do not cooperate, either directly or indirectly, in money laundering. If a Gate terminal employee believes that a certain financial transaction is suspicious, the employee should seek guidance from their line manager and/or the confidential adviser for integrity. Gate terminal provides timely guidance and support to employees to ensure

that they continue to understand money laundering operations and how to react to them.

### **Relationships with high-risk entities**

Gate terminal supports fundamental human rights as set out in the UN's Universal Declaration of Human Rights and it complies at all times with economic sanctions imposed by the UN or the European Union. If as a consequence of this compliance it is necessary to terminate relations with a certain party, the managing director will determine the conditions and timeframe of the termination. In exceptional cases, the managing director might decide that our relationship with a high-risk party remains justified.

### **Personal data protection**

Gate terminal respects all individuals' general right to privacy of their personal data and adheres to all applicable local laws on the use of personal data, including the General Data Protection Regulation (GDPR) in particular.

### **Company equipment**

All members of staff member are responsible for the correct use of company equipment in the daily performance of their work. This includes not only Gate terminal's property and assets, but also commercial information and real rights. Equipment may only be used for the purposes of achieving Gate terminal's goals. Information distribution and communication equipment (such as the internet, e-mail and telephone) are intended for business use. Use of this equipment for private purposes is permitted to a limited extent, unless tax laws or other Gate terminal guidelines prohibit this private use. See the section entitled 'General guidelines governing IT and internet use' for more information.

## **6. Conflicts of interest**

Gate terminal employees must avoid personal activities and financial interests that could adversely affect Gate terminal's interests, result in conflicts of loyalty or a conflict of interests, hamper effective job performance or give the impression of a conflict of interests.

Gate terminal acknowledges that its employees may have financial or business interests that are beyond the scope of their professional work at Gate terminal. However, to the extent that these interests may concern Gate terminal's operations in some way, Gate terminal asks its employees to inform their direct line manager of these interests. The managing director must be notified about these activities if there is any doubt.

## **7. Reporting**

Gate terminal's financial and operational accounting records and the documents underlying these records must provide a true and fair view of the transactions conducted. In addition, it must be possible to audit these records and the documents on which they are based. Undisclosed or unrecorded accounts, funds or assets will not be held or created.

## **8. Social activities**

Gate terminal does not get involved in party politics or make payments or donations in kind to political parties or to the funds of groups whose activities are aimed at serving party interests.

When dealing with authorities or other government agencies, Gate terminal will pursue and protect its legitimate business goals, either directly or through bodies like trade associations, employer organisations and trade unions.

If appropriate, Gate terminal will respond to requests from government and other agencies for information about and comments or opinions on issues of importance to the affairs of these agencies in order to contribute to the formation of proposed legislation and regulations in areas that may affect



their legitimate interests.

## 9. Fair competition

Gate terminal believes in fair and open competition within the framework of current competition legislation. From time to time, Gate terminal provides guidelines to employees to ensure that they are informed about competition legislation whenever necessary and that they apply it correctly.

## 10. Respect and confidentiality

Gate terminal expects its employees to handle communications responsibly, whether it is by telephone, letter, e-mail, social media or otherwise. Employees are expected to protect the company's reputation and treat sensitive and classified information with strict confidentiality.

Commercial transactions must be fully, accurately and meticulously recorded, in accordance with our relevant guidelines and procedures. We respect the confidential nature of information belonging to third parties that we may obtain during negotiations. Employees are not permitted to share this information with others unless this is necessary for the proper performance of their work, and they are not permitted to publicise it outside the company.

## 11. General guidelines governing IT and internet use

Users must use company property sensibly, and this includes its IT infrastructure. Internet applications must in the first instance be used for business purposes. Personal use is permitted as long as this use does not result in unreasonable additional costs, the interruption of work processes or other disadvantages to the company.

- Unnecessary and unlawful use of the internet causes stagnation in the network and servers, and delays for other users. Sending large e-mail attachments and accessing websites that provide real-time sharing of information, or using the internet in a similar way, burden the server unnecessarily. The use of large digital files must be kept to a minimum. Downloading software and games for personal use or playing online games is prohibited using Gate's internet. All hardware and the software on it that Gate issues remains the property of Gate. This includes PCs, laptops, mobile devices, i.e. smartphones and tablets, portable media (USB sticks, CDs, disks, tapes etc.) or any other mobile computing equipment. Equipment must be returned when no longer required or on leaving the company.
- Gate systems must not be changed or reconfigured except with prior authorisation of IT. Antivirus or intrusion detection software must never be removed, switched off or reconfigured. Users of mobile equipment must ensure that antivirus software is regularly updated.
- E-mail, chatting, tweeting and newsgroups have a wide and unprecedented reach in terms of distributing messages about the company. For this reason, users must ensure that the clarity, consistency and integrity of Gate's corporate image and viewpoints are maintained.
- The internet is not considered to be secure enough for the purpose of sending confidential information, including that of our partners. E-mails sent outside the Gate terminal network is not encrypted automatically. This means that these e-mails can be read by people other than their intended recipients. Consider using passwords or encryption when sharing confidential and/or sensitive information by e-mail to anyone outside Gate terminal. For information on how to encrypt confidential e-mails, please contact the IT department.
- All PCs must have antivirus software installed. Disabling antivirus software is not permitted.
- Users are expected to exercise due care when exchanging files or information and must scan files

received for viruses before they are used or made accessible. This includes files and information on USB sticks or external hard drives. If the sender is unknown or the message is suspect in some other way, it must first be scanned or otherwise deleted. The IT department can be contacted for advice.

- Documents saved to the local drive of your PC are not backed up on the network and could be lost. Ensure that you store your data on your department's directory or your personal network hard drive, if there is one, as much as possible.
- Access to the internet must not be used to access material with content that is offensive or hurtful to third parties based on race, country of origin, gender, sexual orientation, age, disability, religious conviction or political beliefs. Furthermore, material of an explicit sexual nature may not be opened, saved, forwarded, processed or recorded using the Gate network or Gate's computers or components thereof.
- Users may not send, download or reproduce material protected by copyright or make this material available to others for replication. Users are responsible for observing copyrights and complying with the licences that apply to software, files, documents, messages and any other material that a user wishes to reproduce. Software for business purposes must only be purchased and installed by IT, in accordance with Gate purchasing procedures. Software that is illegal, pirated or copied must not be downloaded or installed. Software that breaches licensing agreements or copyright must not be downloaded, installed or used. Breaching the conditions of a licence may result in prosecution and fines.
- Users must be aware that using the internet may leave traces that can be checked. This traceability is characteristic of and unique to the internet. As the administrator of the Gate system, Gate terminal reserves the right to check whether an individual user or a group of users is complying with this internet code of conduct if Gate has a reasonable suspicion that this is not the case. In addition, Gate terminal reserves the right to carry out random checks on an anonymous basis to monitor compliance. To prevent the contents of private e-mail messages from being checked, users are advised to state that an e-mail message is private in the subject line.

Employees are responsible for expressing themselves in a cautious, businesslike and respectful manner in online communications concerning matters and persons related to Gate terminal. This applies to statements made in a business context and statements made in a private capacity.

## 12. Compliance with the code of conduct

Behaving impeccably and respectfully is essential. That is why it is important that we help one another by respectfully pointing it out if someone fails to abide by the code of conduct. The mirror test can be helpful in this respect.

The mirror test:

If you're wondering whether something is acceptable, ask yourself the following questions. In most cases, it becomes clear whether it is or not.

- Would it bother me if my colleagues discover what I have done?
- Would it bother me if my supervisor discovers what I have done?
- Would it bother me if my family discovers what I have done?
- Would it bother me if what I have done appears in the papers?

We expect everyone to abide by the code of conduct. If you suspect that someone may have breached the code of conduct, then hold them to account. If you're not sure, or if you find it difficult to broach the subject with that person, then you can go to your supervisor or discuss your concerns with a confidential adviser.

### **13. The consequences of failing to comply with the code of conduct**

Breaches of the aforementioned rules of conduct and regulations may result in disciplinary measures ranging from a warning to dismissal.



## Rules on reporting abuse

Gate terminal has an excellent reputation. We want to keep it that way, and we do so among other things by abiding by our own code of conduct. It goes without saying that we expect everyone to observe the rules. But that is not to say that things may happen at Gate terminal that are unacceptable. Here we have in mind fraud, theft, inappropriate behaviour or aggression. You may have witnessed behaviour that is not in line with our core values. So what do you do? It is not so simple. Still, if you witness something that goes against your own values or those that Gate terminal upholds, it is important that you discuss it, preferably before things go wrong. This approach is intended to help you discuss abuse in good time and cautiously. Part of this means that we have made sure that there is always someone you can turn to in confidence: broaching the subject of abuse is something we do together!

The following types of conduct are considered to be inappropriate behaviour at our organisation:

- Discrimination
- Bullying
- Intimidation and sexual harassment
- Aggression and violence.

The following are considered to be unethical behaviour at our organisation:

- Abuse of power, inside information or personal data
- Unauthorised influencing
- Performing ancillary work that is not compatible with the performance of the job
- Fraud and corruption
- Bribery
- Gossiping and backbiting, defamation and career sabotaging.

### 14. Reporting inappropriate behaviour

Anyone, either directly employed by Gate or indirectly employed by Contractors, who believes that they are a victim of inappropriate behaviour can voice their concerns to put an end to the unwanted situation. By victim, we mean the person who perceives the other person's behaviour to be unsolicited and unwanted, and wishes to report it. The victim's opinions, and not the perpetrator's, determine whether the behaviour is unacceptable. Inappropriate behaviour must be reported to the supervisor, the HR Department or the MT.

Reporting inappropriate behaviour can be a difficult decision. If you are faced with inappropriate behaviour, if you feel that someone has crossed your limit, but you are not sure whether you want to report it, you can contact one of our confidential advisers for a confidential discussion. The confidential advisers at Gate are there for members of staff who are facing inappropriate behaviour and integrity issues in their working environment. Confidential advisers offer a sympathetic ear, give advice, escalate the matter and support you in the follow-up procedure. Whatever is discussed with the adviser is kept confidential provided it does not concern matters that may seriously compromise business operations. All our confidential advisers have been trained in their role and their professional development is under constant scrutiny.

### 15. Reporting unethical behaviour

Anyone who notices unethical behaviour must make this known so that the damaging situation faced by Gate terminal can be stopped. Observations of unethical behaviour must be reported to the supervisor. If you are not absolutely sure, or you would like to first discuss your observations confidentially, then you can turn to one of our confidential advisers. The confidential adviser is trained to guide and assist the person reporting and to draft a report. In some cases the situation may be so serious that the confidential adviser may be compelled to report the suspicion of unethical behaviour in broad lines without delay. This would be the case if it concerns major fraud, if it concerns a line manager in job category 9 or higher, or if it concerns someone in a position of trust. The confidential adviser will point out that it has to be reported immediately. Your anonymity can be protected if you so wish.

The person reporting also has the option of contacting the investigative committee directly. The report will be handled confidentially in both cases.

## 16. Reporting inappropriate behaviour and unethical behaviour outside the organisation (whistleblowing)

Gate terminal expects its staff to discuss and report inappropriate behaviour and unethical conduct at the organisation. If it concerns a case for which this cannot be expected, an organisation outside Gate terminal B.V., namely the Whistleblowers Authority, may be contacted. Staff at the Whistleblowers Authority can advise and support the person reporting, or launch an investigation.

## 17. Confidentiality

As long as a report has not been made, we keep your personal details a secret as far as possible. The person you speak to about it will not disclose your name to others and will leave out all information that could be traced back to you as the person reporting. This is not always possible. The name of the person reporting is mentioned in the following cases:

- if it is obligatory under the law
- if the person reporting him- or herself does not abide by the rules or has ulterior motives
- if it is necessary to mention the name of the person reporting because the interests of society take precedence over personal interests.

The confidential adviser will safeguard the anonymity of the person reporting. A report of unethical behaviour can be reported anonymously; the line manager or confidential adviser can make the report on your behalf. When reporting unethical behaviour directly to the investigative committee, the name of the reporter is kept confidential as far as possible, but the accused, the line manager of the person reporting and of the accused will be informed.

When reporting inappropriate behaviour, it is important for the investigation to know who the accused is and who made the report.

If the person reporting has a well-founded case, an investigation is launched. The name of the person reporting may be known to the investigation. Efforts are made to ensure that the person reporting does not suffer reprisals in the process. If the person reporting is disadvantaged, he/she can report this to the line manager and the confidential adviser. 'Suffering reprisals' refers to:

- being dismissed
- being transferred to a different job other than on the person's own request
- being denied opportunities for promotion
- having leave requests turned down.

If the person reporting was involved in the facts being reported, and because of this measures have to be taken, then the fact that the reporter reported the situation will be taken into account.

## 18. Protection

Gate terminal B.V. will ensure that anyone involved in investigating a report does not suffer reprisals and is treated with due care. If a report is made concerning your conduct, you are entitled to support. The complaint or accusation may affect your ability to work. The main task of the person who assists you is therefore to guide you and support you. If the accused person is unjustly accused and is disadvantaged because of this, that person is entitled to report this to the line manager.

# Rules for the confidential adviser for integrity and inappropriate behaviour

## 19. Prevention of breaches of integrity and inappropriate behaviour

1. Aggression, intimidation, sexual harassment, discrimination, bullying, breaches of integrity and other inappropriate behaviour at any level is not accepted at our company. This regulation aims to prevent and combat arbitrariness and/or negligent treatment at our company. Employees who nevertheless have to contend with this kind of inappropriate behaviour or breaches of integrity are given the opportunity to make sure it stops.
2. A policy to prevent and combat any aggression, violence, discrimination, intimidation, sexual harassment and breaches of integrity at work is actively pursued at our company, in the appropriate manner and using the appropriate means.
3. The employer upholds a coherent policy that prevents and combats aggression, violence, discrimination, intimidation, sexual harassment, breaches of integrity and other inappropriate behaviour.

## 20. Confidential adviser for integrity and inappropriate behaviour

1. To prevent breaches of integrity and inappropriate behaviour, the employer, after consultation with the Works Council, will appoint an internal and an external confidential adviser (one male and one female) to address integrity and inappropriate behaviour issues. These confidential advisers will be charged with providing initial support to the persons reporting aggression, violence, discrimination, intimidation and sexual harassment, breaches of integrity and other inappropriate behaviour, and who need to talk about it. Whatever the case may be, these people need to be able to rely on the support of the staff at the company. They must be accessible and easy to approach, be able to handle information confidentially and preferably have knowledge and experience in the field of personal counselling.
2. The employer appoints confidential advisers for a period of three years and they may be reappointed again at the end of this period.
3. The Works Council has the right to endorse the appointment of confidential advisers.
4. Confidential advisers are given the same legal protection as members of the Works Council. This legal protection is provided for in Section 21 of the Dutch Works Councils Act [*Wet op de Ondernemingsraden*].

## 21. Tasks of the confidential adviser for integrity and inappropriate behaviour issues

1. Confidential advisers guide and support employees who think there is something wrong with a colleague's behaviour; this may concern perceived inappropriate behaviour or breaches of integrity.
2. Confidential advisers give these members of staff information on what they can and should do in these situations.  
If required, the confidential adviser will support the person reporting when submitting a report to the reporting committee and/or when reporting it to the police if it involves a criminal offence.
3. The confidential adviser will not take any action in the performance of their duties until they have consulted the employee they have spoken to and have that person's permission.
4. Confidential advisers are only accountable to the management for the performance of their duties, and will treat the information they are given confidentially. This will safeguard anonymity and it goes without saying that names are never mentioned. The employer must ensure that confidential advisers have the opportunity to be consulted confidentially in writing, orally in person and by telephone.
5. A confidential adviser may refer the member of staff to the other confidential adviser, for instance, if he/she believes it is better not to take on the role of the confidential adviser in a particular situation.
6. A confidential adviser may consult another confidential adviser or expert, such as a company doctor or the police, and share information with this person.
7. Confidential advisers undergo training to become confidential advisers. The employer provides the time and financial resources required for this.
8. Confidential advisers will advise the management and other relevant business units, on request or otherwise, on preventing and combatting inappropriate behaviour and breaches of integrity.



9. Confidential advisers regularly inform employees and line managers about their role and they are the ones that staff can turn to for issues concerning integrity and inappropriate behaviour.
10. The confidential adviser reports annually on interviews, identifying trends and areas of concern and, based on this, advises the management and Works Council on integrity risks. Without mentioning the names of persons reporting, the annual report at any rate includes:
  - an overview of the number of conversations with employees who think there is something wrong with colleagues' behaviour
  - what emerged from these conversations, for instance a confidential consultation or a report
  - a comparison of the number of consultations and/or reports compared to previous calendar year
  - a section with recommendations for the management and the Works Council on the identified abuses

# Rules for the reporting committee for integrity and inappropriate behaviour

## 22. The reporting committee for integrity and inappropriate behaviour

The employer will set up a reporting committee consisting of at least one member of the management team and the HR manager and, if applicable, an external third party, for instance, a lawyer, behavioural psychologist or investigation agency.

## 23. Reporting inappropriate behaviour and unethical conduct

1. Submitting a report  
The person complaining must submit the report concerning aggression, violence, discrimination, intimidation and sexual harassment and other inappropriate behaviour in writing to the reporting committee.
2. The reporting committee will not handle anonymous reports about aggression, violence, discrimination, intimidation and sexual harassment and other inappropriate behaviour. However, integrity issues can be reported anonymously.
3. Investigation  
The reporting committee investigates all reports submitted to it concerning aggression, violence, discrimination, intimidation and sexual harassment, integrity and other inappropriate behaviour. The reporting committee is entitled to all information from the employer that it needs for the performance of its task.
4. Within one month of receiving the report, the reporting committee will hear the employee who filed the report and other parties involved, including the person or persons about whom the complaint was made. All of these people will be heard separately.
5. The person complaining and person about whom a complaint has been made are both entitled to be assisted by an adviser, and both have the right of access to the relevant documents. The reporting committee is obliged to hear the person lodging the complaint and the person who is the subject of the complaint.
6. The committee has the authority to interview other people too.
7. The committee may decide to have an investigation conducted by experts (for instance, Hoffmann, a corporate investigations firm). The costs for this are for the employer's account.
8. The person complaining and person about whom a complaint has been lodged will be given the opportunity to listen to the other person's views and to respond to them.
9. The sessions of the reporting committee are held behind closed doors.
10. A written report of each hearing will be drawn up and all those concerned will sign the report as seen. If a person refuses to do so, the reason will be stated in the report.
11. On completion of the investigation, a written report will be prepared and sent to the management and those directly involved.

## 24. Temporary measures

The reporting committee may ask the employer to take temporary measures at the start of the procedure and during the course of the investigation. The employer will comply with it if this is necessary for the welfare of the person lodging the complaint and/or any other members of staff or persons involved, which includes the person or persons about whom a complaint has been made.

## 25. Opinion

1. The reporting committee's decision will be adopted by a majority of votes.
2. The reporting committee will give the management a written report as soon as possible, but within two months of the report being filed at the latest. The report will in any event include:
  - o the name of the person complaining
  - o the name of the accused person
  - o those who are affected by the inappropriate behaviour

- o a description of the report
  - o the committee's assessment of the plausibility of the report and whether or not to declare it well founded
  - o advice for the employer on measures to be taken (including possible sanctions) in that specific case
  - o advice for the employer on measures to be taken in general
3. If the stated deadline is exceeded, the person lodging the complaint and the accused will be notified and informed about the time it will take to handle the complaint.
  4. A copy of the written report will be sent to those directly involved as well as to the confidential adviser if the latter was involved in the report.

## **26. Sanctions and measures**

1. Within 14 days of receiving the reporting committee's report, the management will decide on the action to be taken at the individual level. The management will use the reporting committee's advice as a starting point. If the management sets the advice aside, it will do so in consultation with the reporting committee, and it will lay down its decision in writing, supported by reasons.
2. Depending on the severity of the report or reports, the sanctions that the management may impose on the person against whom a well-founded report is made may include a written reprimand, a suspension, a fine or dismissal.
3. If the report is considered unfounded, the management will take the necessary measures to normalise the situation in the workplace. The reporting committee will be asked for advice on this.
4. If a deliberately false report has been made, the management will take appropriate measures to restore the good name of the person against whom the report was made. Appropriate action will also be taken against the person who knowingly filed the false report. Advice on this will be sought from the reporting committee.

## **27. The decision**

A copy of the decision will be sent to those directly involved.





Gate terminal B.V.  
28. Maasvlakteweg 991  
3199 LZ Rotterdam  
P.O. Box 77, 3230 AB Brielle,  
The Netherlands