

 AOHU	Page 1 / 4	PRO-HU-0005-05 (AH-CP-002)
	Ethics Hotline - Annex 1 Standard reporting form for written reports and for the complete and accurate recording of oral reports	Amended: 2026/07/23

STANDARD REPORTING FORM

For written reports and for the complete and accurate recording of oral reports

Completion of this form is not a condition for submitting a report. Providing the reporting person's personal data is voluntary; an anonymous report may also be submitted. Please do not provide special categories of personal data or other irrelevant personal data relating to another person unless they are necessary for the investigation.

1. RECEIPT OF THE REPORT to be completed by the Ethics Hotline Manager

Case identifier	
Date and time received	
Reporting channel	☐ E-mail ☐ Post ☐ Collection box ☐ Internet ☐ Telephone ☐ In person ☐ Other: _____
Type of report	☐ General ethics/misconduct ☐ Environmental, Social and Governance – environmental ☐ Environmental, Social and Governance – social ☐ Other/mixed
Name and position of recipient	

2. REPORTING PERSON'S DETAILS AND CONTACT

Identification	☐ I do not wish to provide my personal data ☐ I provide the following data
Name (optional)	
Postal address (optional)	
E-mail address (optional)	
Telephone number (optional)	
Preferred method of contact	☐ E-mail ☐ Post ☐ Telephone ☐ I do not request feedback / I do not provide contact details
Relationship to the Company (optional)	☐ Employee/former employee ☐ Applicant ☐ Supplier/partner ☐ Intern/volunteer ☐ Other: _____

Amended by:	Reviewed by:	Approved by:
Lakner Tibor	dr. Orbán Ágota LL.M.	Demeter Zsolt

 AOHU	Page 2 / 4	PRO-HU-0005-05 (AH-CP-002)
	Ethics Hotline - Annex 1 Standard reporting form for written reports and for the complete and accurate recording of oral reports	Amended: 2026/07/23

3. CONTENT OF THE REPORT

Date / period of occurrence	
Location of the event / process concerned	
Person(s), organisational unit or organisation concerned	
Is the situation still ongoing?	☐ Yes ☐ No ☐ I do not know
Is there an immediate danger or a need for urgent action?	☐ Yes, reason: _____ ☐ No ☐ I do not know
Detailed description of the report – what happened, when, where, how, and who was involved	

Evidence, documents, witnesses or further sources of information – also list the attached documents

Number and description of attachments	
Have you reported the matter previously?	☐ No ☐ Yes, when and to whom: _____

Amended by:	Reviewed by:	Approved by:
Lakner Tibor	dr. Orbán Ágota LL.M.	Demeter Zsolt

 AOHU	Page 3 / 4	PRO-HU-0005-05 (AH-CP-002)
	Ethics Hotline - Annex 1 Standard reporting form for written reports and for the complete and accurate recording of oral reports	Amended: 2026/07/23

4. INFORMATION AND DECLARATIONS

The reporting person is entitled to protection if, at the time of reporting, they had reasonable grounds to believe that the information reported was true. The absence of evidence, or the fact that the report subsequently cannot be substantiated, does not in itself constitute bad faith. Knowingly communicating false information in bad faith may have legal consequences.

The processing of personal data is not based on consent. The Company processes data only to the extent necessary and in accordance with the applicable data processing notice, the Complaints Act, the Environmental, Social and Governance Act and the General Data Protection Regulation. The identity of the reporting person, if provided, must be treated confidentially.

Data Processing Notice	☐ I have received it / accessed it electronically ☐ I request that it be explained to me
Declaration of the reporting person submitting a written report	I declare that, to the best of my knowledge and belief, the above is true. My signature is not a condition for submitting the report.
Place and date	_____, ____ day of _____, _____
Reporting person's signature (optional)	_____

5. CERTIFICATION OF THE RECORD OF AN ORAL REPORT only for reports made by telephone or in person

Method of documentation	☐ Complete and accurate written record ☐ Audio recording with the reporting person's prior consent
Mandatory information provided	☐ Consequences of a bad-faith report ☐ Procedural rules ☐ Confidentiality ☐ Data processing
Review and correction	☐ Provided, no amendments ☐ Provided, amendments are set out below ☐ Reporting person did not exercise this right
Copy	☐ Handed over ☐ Sent electronically ☐ Offered, but not accepted by the reporting person
Corrections / additions by the reporting person	
_____ _____ _____	

Signature of the person preparing the record	_____
Reporting person's signature	_____ ☐ Not signed by the reporting person / anonymous

Amended by:	Reviewed by:	Approved by:
Lakner Tibor	dr. Orbán Ágota LL.M.	Demeter Zsolt

 AOHU	Page 4 / 4	PRO-HU-0005-05 (AH-CP-002)
	Ethics Hotline - Annex 1 Standard reporting form for written reports and for the complete and accurate recording of oral reports	Amended: 2026/07/23

6. INTERNAL CASE-MANAGEMENT AND DEADLINE-CONTROL SHEET not part of the copy to be provided to the reporting person

Deadline for acknowledging receipt of the report	Receipt + 7 days: _____
Date of acknowledgement	_____ ☐ No contact details available / anonymous
30-day investigation deadline	_____
Is an extension required?	☐ No ☐ Yes, reason: _____
Simultaneous notification of extension	Date: _____ Expected completion: _____ ☐ Sent
Final deadline of three calendar months	_____
Technical 90-day key performance indicator deadline	_____
Conflict-of-interest check	☐ No conflict identified ☐ Another investigator appointed: _____
Environmental, Social and Governance complaint?	☐ No ☐ Yes – outcome retained for 5 years after completion
Date of completion	_____
Date on which the reporting person was informed of the outcome	_____ ☐ Orally, with verifiable acknowledgement
Key performance indicator 1	☐ Green ☐ Red – case exceeding 90 days / final deadline of three calendar months exceeded
Key performance indicator 2	☐ Green ☐ Red – case exceeding 30 days without appropriate notification of extension
Reference to corrective action	
Brief summary of the investigation outcome and actions taken or planned	
_____ _____ _____ _____ _____	

Amended by:	Reviewed by:	Approved by:
Lakner Tibor	dr. Orbán Ágota LL.M.	Demeter Zsolt