

Have you been a victim of or witnessed mobbing?

Do you see someone violating regulations or breaking the law at work?

Don't be indifferent, become a whistleblower!

**Now you can completely anonymously report of a breach through
techmark.trusty.report.**

INSTRUCTIONS FOR MAKING REPORTS

In accordance with the "[Procedure for receiving reports of violations and taking follow-up actions at Techmark sp. z o.o.](#)" You can file reports as follows:

1) through the application platform.

In order to file a report through the application platform, you need to:

- a). go, in a web browser, to <https://techmark.trusty.report/>,
- b). then click on the blue "Make a report" button on the main panel,
- c). confirm that you have read the information clause,
- c) select "Country of alleged breach" on the drop-down list,
- d) fill out the report form honestly. Please keep in mind that the more detailed information the reporting party provides, the better the chances of an accurate and prompt explanation of its report.

Try to provide information that answers the following questions:

- *What happened and what was the exact course of events?*
- *When and where did it happen?*
- *Why did the incident occur?*
- *Who participated in the incident and what was their role (perpetrator, witness, victim)?*
- *In what way did it happen?*
- *Your comments and suggestions.*

e) An attachment (e.g., a photo) may be added to the application,

f) After approving the completed form, you can choose how to apply:

- anonymous - in the last step the system generates login data for the account created on the application platform. Please save/print/photograph your login information, as it will not be possible

to restore it. In the account, you will be able to track how the application is being processed and have a secure (anonymous) dialogue with the follow-ups. It is possible to reveal your identity at any time,

- disclose your identity - by providing your first name, last name, phone number (required data), email address, relationship to the organization, and willingness to receive notifications regarding the violation to the email address provided. In the last step, the system generates login data for the account created on the notification platform. Please save/print/photograph your login information, as it will not be able to be restored. The account will be able to track how the application is processed.

In order to check your report, complete it, or get feedback, you need to:

- a). go to <https://techmark.trusty.report/>,
- b). on the main panel of the system click on the pink button "Your inbox" ,
- c). confirm that you have read the information clause,
- d). enter the username and password you received when reporting the breach and log in to your account,
- e). after accessing his/her report, the notifier can at any time:
 - read messages from the follow-up person,
 - write a message to the follow-up person,
 - add a new or further attachment.

Please maintain contact with those conducting the follow-up. This is because we may need additional information from reporting parties necessary to clarify the report and take appropriate follow-up steps,

2) via email to sygnalisci@techmark.com.pl

Please provide as much detailed information as possible and stay in touch. We would like to remind you that when reporting by email, we cannot ensure anonymity, therefore, we only protect the confidentiality of the data of the reporting party.

3) a report may be made **directly to the Human Resources Department** in the presence of two employees. A report is made of the notification, signed by the reporting party and the persons accepting the report. As with email, we only protect the confidentiality of the data of the reporting party.

INFORMATION CLAUSE FOR PERSONS REPORTING A BREACH OR INCIDENT

The original language of this Information is Polish. Supplier may make available translations of the Terms. In case of conflicts between the Polish version and any translation, the Polish version shall prevail.

Acting pursuant to Article 13 of the General Data Protection Regulation) (GDPR), I hereby inform you that:

1. The controller of your personal data is Techmark sp. z o.o. registered in the National Court Register under the number 0000005619, NIP 726-000-22-12, REGON 470513221, based at 10/12 Piotrkowska Street, 95-070 Aleksandrów Łódzki;
2. the Data Controller can be contacted by mail, by phone at (+ 48) 42 712 17 95 or by email - techmark@techmark.com.pl ;
3. Personal data will be processed for purposes related to:
 - reported violations or incidents, based on Article 6(c) of the GDPR - legal obligation,
 - the controller's legitimate interest in receiving, verifying and clarifying violations or incidents on the basis of Article 6(1)(f) of the GDPR,
 - voluntary consent if you do not choose to remain anonymous on the basis of Article 6(1)(a) of the GDPR.
4. The controller shall ensure the confidentiality of your data, in connection with the application received. In this regard, your data may be shared by the Controller with:
 - a) entities and bodies to which the Controller is obliged or authorized to make personal data available under generally applicable laws,
 - b) entities with whom the Controller has entrusted data processing, and who provide services for receiving violations and incidents, investigation and follow-up.
5. Your personal data will be processed for the period of the investigation and until the completion of the follow-up. After that, I will be kept only for a period depending on the nature of the violation or incident, the findings of the investigation and the follow-up actions taken.
6. You have the right to request access to your personal data, rectification, transfer to another controller. You also have the right to request erasure or restriction of processing, as well as to object to processing, but you have the right only if further processing is not necessary for the controller to comply with a legal obligation and there are no other overriding legal grounds for processing. You have the right to lodge a complaint with the President of the Office for Personal Data Protection.
7. Provision of data is voluntary, but if you do not use the anonymous submission channel, it is necessary for the reliable implementation of the controller's legal obligations.