



## beck whistle – Complaints System

### Our services:

- On the homepage <http://www.meldestelle.services>, beck Service GmbH (in the following referred to as “beck Service”) will set up and operate an individual subdirectory for the customer and thus provide a possibility of digitally submitting reports of violations under the Supply Chain Supply Obligations Act (LkSG) (hereinafter only referred to as “report”) in text form and will also provide a postal reporting channel.
- Upon the customer’s request, beck Service will allow anonymised reports via the digital reporting system.
- Deadline for an implementation of the above technical installation and availability of your internal reporting system is 14 days from the signing of the contract.
- The operation of the established reporting office as well as the management of the procedure includes the following tasks and services:
  - provision of clear and comprehensible information on accessibility and responsibility and on the implementation of the complaints procedure as well as making it publicly available in accordance with Section 8 (4) LkSG,
  - development of rules of procedure in accordance with Section 8 (2) LkSG,
  - documentation and storage of the reports,
  - returning a receipt of the reporting to the whistleblower no later than seven days after having received his/her report,
  - check whether the reported violation falls within the material scope of the LkSG,
  - maintaining contact with the whistleblower,
  - verification of the validity of the report received,
  - if necessary, requesting further information from the whistleblower,
  - If the complaint is not accepted, feedback to the whistleblower, stating the reasons, within one month. Sending a confirmation of acceptance if the complaint is accepted, and
  - forwarding of accepted complaints to the responsible case manager on site.

beck Service shall not be obliged to initiate further follow-up measures.



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- Beck Service shall prepare and make available quarterly statistical analyses of whether reports have been received and what type of reports they are.
- Additional legal advice such as support services which go beyond the aforementioned scope of services within the framework of the implementation of the follow-up measures pursuant to HinSchG sec. 18 or training measures, etc., can be agreed separately with beck rechtsanwälte.

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[www.beck-service.gmbh](http://www.beck-service.gmbh)