|  |
| --- |
| SWR JIHLAVA, spol. s.r.o.  588 27 Jamné 48  www.swrjihlava.cz |

Appendix No. 1 to 9.1.3.0-QS-01

**Information for filing a notification pursuant to Act No. 171/2023 Coll.,**

**on the protection of whistleblowers**

1. **Obliged entity**

SWR JHLAVA, spol. s r.o., Jamné 48, 588 27 Jamné, ID 25307304

1. **Legislation**

Act No. 171/2023 Coll., on the Protection of Whistleblowers, as amended (hereinafter referred to as the "Act")

1. **Annunciator**

A natural person who has performed or is performing work or other similar activity specified in Art. §2 para. 3 of the Act

1. **Material scope**

A notification, a submission that contains information about possible unlawful conduct, as defined in §2 para. 1 of the Act, which occurred or is to occur in the case of a person for whom the whistleblower has performed or is performing work or other similar activities, even indirectly, or in the case of a person with whom the whistleblower has been or is in contact in connection with the performance of work or other similar activities.

The obliged entity does not exclude the receipt of reports from a person who has not performed work or other similar activities for the obliged entity pursuant to Section 2 (1) of the Act. 3 lit. a), b), h) or i) of the Act.

1. **Responsible person**

Persons responsible for receiving and handling reports within the internal whistleblowing system (hereinafter referred to as the "Competent Person"):

Martina Čadová

Tel.: 567277099

1. **Method of filing a notification**

At the whistleblower's choice, in writing or orally using:

1. Internal whistleblowing system

* in electronic form by email: [oznamovatel@swrjihlava.cz](mailto:oznamovatel@swrjihlava.cz)
* in paper form; Such notification must be delivered to the registered office of the obliged entity in a closed envelope marked as follows:

s r.o.

Jamné 48

588 27 Jamné

"DO NOT OPEN – ANNOUNCER" – to the attention of Martina Čadová

* orally; by telephone or in person after a telephone agreement with the relevant person within a reasonable time, but no later than 14 days from the date on which the whistleblower requests it; A record of the oral announcement shall be made which faithfully captures the essence of the oral announcement.

The notification must be comprehensible and definite, it must be clear what conduct it concerns. It must contain information about the name, surname and date of birth, or other data from which it is possible to deduce the identity of the whistleblower; Identification data are not required if the report was made by a person known to the person concerned.

1. External notification system

Notifications can be submitted through the system maintained by the Ministry of Justice: <https://oznamovatel.justice.cz/>

1. Publication of the announcement

The whistleblower may publish the announcement, i.e. make the information from the announcement available to the public, only under the conditions specified in Section 7 para. 1 lit. c) of the Act.

1. Submission of notifications directly to the relevant public authorities.
2. **Notification settlement method**

Within 7 days of receipt of the notification, the competent person shall confirm receipt of the report to the whistleblower, unless the whistleblower has expressly requested not to be notified of receipt or it is clear that notification would disclose the identity of the whistleblower to another person.

The competent person shall assess the merits of the report and notify the whistleblower of the results of the assessment of the report within 30 days from the date of receipt of the report. In complex cases, the deadline may be extended by up to 30 days, but no more than twice.

An overview of legislation related to whistleblower protection, recommendations and other information for the public and whistleblowers are published on the website of the Ministry of Justice: <https://oznamovatel.justice.cz/>.