

Whistleblowing Policy Lafert Elektromotorji d.o.o.

Slovenian Version

REVISION HISTORY

Rev.	Date	Nature of revision
0	10/01/2024	First Issue

KAZALO

1.	IMENOVANJE ZAUPNIKA	4
2.	IMENOVANJE ADMINISTRATIVNEGA OSEBJA	4
3.	KONTAKTNI PODATKI ZA SPREJEM PRIJAV	4
4.	POSTOPEK PREJEMA NOTRANJE PRIJAVE	5
5.	EVIDENTIRANJE PRIJAVE	5
6.	NALOGE ZAUPNIKA IN ZAŠČITA PRIJAVITELJA	6
7.	POSTOPEK OBRAVNAVE NOTRANJE PRIJAVE	6
7.1	Predhodni preizkus	6
7.2	Obravnava prijave	7
8.	ZAKLJUČEK OBRAVNAVE IN PREISKAVE PRIJAVE O KRŠITVI	7
9.	LETNO POROČILO	7
10.	ZUNANJA PRIJAVA V PRIMERU NEUČINKOVITOSTI NOTRANJE PRIJAVNE POTI	8
11.	INFORMIRANJE ZAPOSLENIH IN DRUGIH OSEB V DELOVNEM OKOLJU ZAVEZANCA	8
12.	KONČNE DOLOČBE	8
13.	PRILOGA	9
13.1	Priloga 1: Kontrolni seznam za predhodni preizkus prijave	9
13.2	Priloga 2: Notranja prijava kršitev predpisov v delovnem okolju	10

Družba LAFERT Elektromotorji d.o.o. (dalje tudi zavezanec) sprejema ta pravila z namenom zagotovitve informacije o postopku obravnave notranje prijave po Zakonu o zaščiti prijaviteljev (Uradni list RS, št. 16/2023; v nadaljnjem besedilu: ZZPri), ki mora omogočati popolnost, celovitost in zaupnost informacij ter nepooblaščenim osebam zavezanca preprečiti dostop do vsebine prijav, podatkov o prijavitelju in o osebah, ki jih prijava zadeva.

V tej zvezi se vodstvo zavezanca zaveda pomena etičnega in zakonitega poslovanja ter se zato zavezuje:

- da ne bo poskušalo ugotavljati identitete prijaviteljev;
- da ne bo izvajalo povračilnih ukrepov in prepoveduje, da bi jih izvajali zaposleni v družbi LAFERT Elektromotorji d.o.o.;
- da bo spodbujalo zaposlene, da napake in morebitne kršitve, tudi če gre le za sume, sporočijo po notranji poti za prijave, saj bo na ta način mogoče prijave učinkovito obravnavati ter napake in kršitve hitro odpraviti.

1. IMENOVANJE ZAUPNIKA

LAFERT Elektromotorji d.o.o. imenuje naslednji osebi kot zaupnika za sprejem prijav, in sicer:

- Odvetnica Maja Krašovec Orel, Bevkov trg 6, 5000 Nova Gorica, kot zaupnik;
- Tanja Gaberščik, pri Odvetnici Maji Krašovec Orel, Bevkov trg 6, 5000 Nova Gorica.

Zaupnici sprejemata prijave in jih obravnavata v skladu s 13. členom ZZPri in tem pravilnikom. Zaupnici svoje delo organizirata tako, da se zagotavlja pravočasno izvajanje nalog in nadomeščanje v času odsotnosti.

Zaupnici sta dolžni:

- *pri obravnavi prijav in v vseh postopkih po tem pravilniku spoštovati določila Zakona o varstvu osebnih podatkov (ZVOP-1) ter Pravilnika o zavarovanju osebnih podatkov v družbi LAFERT Elektromotorji d.o.o.*
- *upoštevati določbe ZZPri glede varovanja identitete prijavitelja in zaupnosti.*

2. IMENOVANJE ADMINISTRATIVNEGA OSEBJA

Administrativno pomoč izvaja zaupnica Tanja Gaberščik, pri Odvetnici Maji Krašovec Orel, Bevkov trg 6, 5000 Nova Gorica.

V tej zvezi izvaja naloge tudi na področju prejema in evidentiranja notranjih prijav. S prijavami mora ravnati v skladu s 6. in 7. členom ZZPri ter o prejetih prijavih nemudoma obveščati prvo zaupnico.

3. KONTAKTNI PODATKI ZA SPREJEM PRIJAV

Prijave se podajo praviloma na obrazcu (priloga) ter se sprejemajo na naslednje načine in na naslednje naslove:

- po e-pošti na naslov: maja.krasovec@siol.net ali odvetnica-mko@siol.net;
- na naslovu: Odvetnica Maja Krašovec Orel, Bevkov trg 6, 5000 Nova Gorica;

- osebno pri zaupniku na naslovu Bevkov trg 6, 5000 Nova Gorica po predhodnem naročilu po telefonu na številko 041 671 840 (Tanja Gaberšček) ali po elektronski pošti na naslov odvetnica-mko@siol.net.

Prijava mora vsebovati:

- opis kršitve,
- ozadje in zgodovino problematike, vključno z navedbo datumov,
- razloge zaradi katerih je prijavitelj zaskrbljen glede situacije,
- izjavo, ali prijavitelj želi, da je njegova prijava anonimna, v primeru odsotnosti take izrecne navedbe, se prijava šteje za anonimno,
- izjavo, ali ima prijavitelj kakšen osebni interes v zvezi s prijavo,
- prijava mora vsebovati vse morebitne razpoložljive dokumente in drugo gradivo ali njihove kopije, ki potrjujejo izjavo prijavitelja, saj je od tega odvisna uspešnost reševanja prijave.

Obrazec za prijavo kršitve je v prilogi 2 k temu pravilniku.

4. POSTOPEK PREJEMA NOTRANJE PRIJAVE

Prijavo kršitve lahko poda le fizična oseba, ki je v delovnem in podobnem razmerju v družbi LAFERT Elektromotorji d.o.o.

Prijavitelj je upravičen do zaščite po ZZPri, če poda prijavo pred potekom dveh let od prenehanja kršitve.

Prijavitelj lahko prijavo poda pisno ali ustno (osebno).

Kadar prijavitelj prijavo poda osebno, zaupnik izjavo dobesedno zapiše. Izjavo podpišeta prijavitelj ter zaupnik, kateri je zapisoval izjavo.

V primeru, da prijavitelj izjave ne podpiše osebno oziroma, da njen podpis zavrne, se šteje, da prijave ni podal.

5. EVIDENTIRANJE PRIJAVE

Zaupnik prijavo evidentira v pisno evidenco prijav kršitev (dokumentni sistem), ki je ločena od ostalih zadev pri zaupniku in na način, da je zagotovljeno učinkovito varovanje identitete prijavitelja.

Elektronska prijava s prilogami ter fizična prijava s prilogami se hranita v fizični obliki v pisarni odvetnice Maje Krašovec Orel ločeno od ostalih zadev in na način, da je tretjim osebam preprečen dostop do njih in na način kot da bi šlo za tajni podatek stopnje interno ali poslovno skrivnost.

Evidenca prejetih prijav (evidenčni podatki) vsebuje naslednje podatke: številka zadeve, datum prejema prijave, delovno področje kršitve, datum potrditve prejema prijave, datum povratne informacije prijavitelju, datum poročila vodstvu zavezanca.

Podatek o prijavitelju in o povzročitelju kršitve se zabeleži na način, da bo mogoče njegovo poznejše enostavno črtanje oziroma uničenje po poteku petih let.

Osební podatki, za katere je očitno, da niso potrebni za obravnavo prijave, se ne zbirajo. Če se takšni podatki zberejo pomotoma, se brez nepotrebne odlašanja izbrišejo.

Po poteku petih let se iz evidence prijav brišejo podatki o prijavitelju in povzročitelju ter vsebina prijave, poročilo vodstvu zavezanca ter evidenčni podatki.

6. NALOGE ZAUPNIKA IN ZAŠČITA PRIJAVITELJA

Zaupnik obravnava prijavo skrbno, zaupno in samostojno ter pri tem ni vezan na navodila v posamezni zadevi. Zaupnik ne sme razkriti identitete prijavitelja, razen pod pogoji iz ZZPri.

Zaupnik ima pri delu dostop do gradiva, relevantnega za obravnavo prijave, zaposleni pri zavezancu pa so mu dolžni nuditi pomoč in informacije, potrebne za njegovo delo. Zaupnik podatke, s katerimi se seznaní, uporablja le za namene obravnave prijave in odprave kršitve.

Zaupnik opravlja naloge, ki jih določata 10. člen ZZPri in ta pravilnik, vključno s svetovanjem in pomočjo prijavitelju pred povračilnimi ukrepi.

Prijavitelj lahko zaprosi zaupnika za pojasnila glede zaščite v primeru prepovedanih povračilnih ukrepov, kot je določena v 7. poglavju ZZPri.

7. POSTOPEK OBRAVNAVE NOTRANJE PRIJAVE

Zaupnik prijave obravnava po vrstnem redu njihovega prejema. Če je hkrati prejel več prijav o kršitvi, jih po lastni presoji razvrsti in obravnava glede na težo in posledice kršitve.

7.1 Predhodni preizkus

Zaupnik prijavo preizkusi tako, da preveri, ali so izpolnjene predpostavke iz 5. člena ZZPri. V zvezi s tem v roku sedmih dni izpolni kontrolni seznam iz Priloge 1 tega akta.

Kadar predpostavke niso podane, zaupnik prijave ne obravnava, prijavitelju pa v sedmih dneh od prejema sporoči, da prijave ne bo sprejel v obravnavo.

Kadar so podane vse predpostavke, zaupnik prijavitelju v sedmih dneh od prejema sporoči, da je prijavo sprejel v obravnavo.

Obvestilo se pošlje na naslov ali način, ki ga je navedel prijavitelj.

Če je prijavitelj anonimen, se prejšnja dva odstavka realizirata, če je prijavitelj opredelil, kam naj se pošlje potrdilo o sprejemu prijave oziroma seznanitev z razlogi, zaradi katerih prijava ne bo obravnavana.

Kadar je že ob sprejemu ustne prijave očitno, da prijave ni mogoče obravnavati v postopku obravnave notranje prijave, lahko zaupnik prijavitelja usmeri na ustrezno pot za zunanjo prijavo ali na drug ustrezen postopek. V takem primeru do prijave, niti do postopka obravnave, ne pride.

7.2 Obravnava prijave

Zaupnik ima obveznost informiranja prijavitelja glede možnosti notranje ali zunanje prijave in javnega razkritja ter zaščite pred in v primeru povračilnih ukrepov.

Zaupnik prijavo pregleda in ugotovi, katera oseba oziroma notranja organizacijska enota v družbi LAFERT Elektromotorji d.o.o. je pristojna za odpravo kršitve, na katero se nanaša prijava. Vodjo pristojne enote seznanijo z opisom prijavljene kršitve ter svojimi predlogi ukrepov. V obvestilu označi, da gre za obravnavo prijave po ZZPri ter določi rok za povratno informacijo glede izvedenih ali predlaganih ukrepov za odpravo kršitve in zoper kršitelja.

Zaupnik lahko po lastni oceni ali na predlog vodje enote za odpravo kršitve opravi pogovor s prijaviteljem z namenom ugotovitve okoliščin, pomembnih za opredelitev in odpravo kršitve.

Skrbnik izvajanja obravnave prijave in v tej zvezi nudenja zaupnici vseh potrebnih podatkov in informacij na strani družbe LAFERT Elektromotorji d.o.o. je direktor kadrovske službe pri družbi ustanoviteljici zavezanca. Tudi skrbnik je dolžan varovati vse informacije, ki jih izve v tej vlogi, iz katerih bi bilo mogoče neposredno ali posredno sklepati o identiteti prijavitelja.

8. ZAKLJUČEK OBRAVNAVE IN PREISKAVE PRIJAVE O KRŠITVI

Zaupnik po podaji povratne informacije prijavitelju, vendar najkasneje v treh mesecih od prejema prijave, pripravi poročilo vodstvu LAFERT Elektromotorji d.o.o., v katerem navede ugotovitve, da:

- ni prišlo do kršitev predpisov, ali
- je prišlo do kršitev predpisov, ali
- ni mogoče ugotoviti ali je prišlo do kršitev predpisov.

Zaupnik v poročilu iz prejšnjega odstavka navede zlasti ali je prijava utemeljena, predlagane in izvedene ukrepe za prenehanje, odpravo posledic ali preprečevanje bodoče kršitve, svoje ugotovitve o uspešnosti izvedbe predlaganih ukrepov ter morebitne predlagane in izvedene ukrepe za zaščito prijavitelja.

V poročilu ne sme navesti podatkov o prijavitelju ali kršitelju.

9. LETNO POROČILO

Zaupnik do 1. februarja tekočega leta za prejšnje leto za vodstvo družbe LAFERT Elektromotorji d.o.o. pripravi letno poročilo, ki zajema podatke o številu prejetih, anonimnih in utemeljenih prijav ter o številu obravnavanih povračilnih ukrepov in priporočili za preprečevanje prihodnjih kršitev.

Družba LAFERT Elektromotorji d.o.o. do 1. marca tekočega leta za prejšnje leto Komisiji za preprečevanje korupcije po elektronskem obrazcu, dostopnem na spletnih straneh komisije za preprečevanje korupcije, poroča o številu prejetih prijav ter o številu povračilnih ukrepov, v poročilu pa navede tudi podatek o zaupniku.

10. ZUNANJA PRIJAVA V PRIMERU NEUČINKOVITOSTI NOTRANJE PRIJAVNE POTI

Prijavitelj lahko poda zunanjo prijavo pristojnemu organu za zunanjo prijavo iz 14. člena ZZPri, če meni, da notranje prijave ne bi bilo mogoče učinkovito obravnavati ali če meni, da v primeru notranje prijave obstaja tveganje povračilnih ukrepov.

Prijavitelj lahko kršitev javno razkrije pod pogoji iz ZZPri.

11. INFORMIRANJE ZAPOSLENIH IN DRUGIH OSEB V DELOVNEM OKOLJU ZAVEZANCA

Osebam, ki so v delovnem razmerju ali v podobnem razmerju v družbi LAFERT Elektromotorji d.o.o., so *informacije o prijavi poti, notranjem aktu-pravilniku in zaupniku zavezanca dostopne na spletnih straneh www.lafert.si in www.lafert.com. Ta pravilnik bo po njegovem sprejemu posredovan vsem zaposlenim na njihove službene elektronske naslove. Dostopen je tudi v administraciji zavezanca.*

12. KONČNE DOLOČBE

Spremembe in dopolnitve tega akta se sprejmejo na enak način kot akt.

Ta pravilnik se takoj objavi na oglasni deski v jedilnici zavezanca ter v roku 1 meseca na spletnih straneh www.lafert.si in www.lafert.com.

Pravilnik začne veljati naslednji dan po objavi na oglasni deski.

13. PRILOGA

13.1 Priloga 1: Kontrolni seznam za predhodni preizkus prijave

1. Prijavitelj je fizična oseba.
2. Prijavitelj je zaposlen v družbi LAFERT Elektromotorji d.o.o. oziroma je prostovoljec, pripravnik, vajenec, pogodbeni delavec, študent, sodeluje v razpisnih postopkih v vlogi kandidata, opravlja funkcijo, je delničar, član nadzornega ali upravnega organa LAFERT Elektromotorji d.o.o., oziroma drugače sodeluje v dejavnosti pravne ali fizične osebe, ki jo izvajajo samozaposlene osebe na podlagi pogodbe, ali dela pod nadzorom in vodstvom zunanjih izvajalcev, podizvajalcev ali dobaviteljev, ne glede na plačilo in ne glede na to, ali se je razmerje že končalo ali se šele vzpostavlja s postopkom zaposlovanja ali pogajanja pred podpisom pogodbe.
3. Prijavitelj prijavlja kršitev oziroma sum o dejanski ali morebitni kršitvi predpisov, ki se je ali se bo zelo verjetno zgodila v organizaciji.
4. Domnevna kršitev se je zgodila v LAFERT Elektromotorji d.o.o. ali v povezavi z delovanjem LAFERT Elektromotorji d.o.o.
5. Prijava ni očitno neutemeljena.
6. Prijavljena kršitev še traja oziroma je prenehala pred manj kot dvema letoma.

13.2 Priloga 2: Notranja prijava kršitev predpisov v delovnem okolju

Prijavo lahko poda le fizična oseba in jo pošlje na naslov za prijave v družbi (glej pravilnik). Ta prijava ni namenjena kršitvam, ki so se zgodile zunaj vašega delovnega okolja ter npr. reševanju sporov s sodelavci, mobingu in podobno.

Vašo prijavo bo obravnaval zaupnik za družbo LAFERT Elektromotorji d.o.o. in vam po potrebi nudi pomoč v primeru povračilnih ukrepov delodajalca. Prijava bo obravnavana po postopku, kot je opredeljen v Pravilniku o vzpostavitvi notranje opti za prijavo kršitev in zaščiti prijaviteljev v družbi LAFERT Elektromotorji d.o.o.

Če tako želite lahko prijavo podate anonimno, brez razkritja svojih osebnih podatkov. Če želite prejeti povratno informacijo, pa morate navesti, na kateri naslov oziroma način jo želite prejeti.

Zaupnik, ki bo obravnaval vašo prijavo, vas lahko zaradi učinkovite obravnave kršitve naknadno kontaktira ali pozove k dopolnitvi prijave.

Če menite, da notranje prijave ni mogoče učinkovito obravnavati ali da obstaja tveganje povračilnih ukrepov, lahko podate zunanjo prijavo pristojnemu organu (organi za zunanjo prijavo so določeni v 14. členu Zakona o zaščiti prijaviteljev. Ti so npr. Informacijski pooblaščenec, FURS, Inšpektorat za javni sektor, Državna revizijska komisija za revizijo postopkov oddaje javnih naročil, Banka Slovenije, Inšpektorat RS za delo in drugi). Obrazec za zunanjo prijavo je praviloma dostopen na spletnih straneh organa, pri katerem podate prijavo. Tudi pristojni organ za zunanjo prijavo ne sme razkriti vaše identitete. Razkritje identitete brez vašega soglasja je po ZZPri določeno kot prekršek.

1. PODATKI O PRIJAVITELJU:

Ime in priimek:

ALI

Anonimna prijava: *(označite z DA, če podajate anonimno prijavo)*

Zaposlen ali druga povezava z delovnim okoljem zavoda:

Naslov:

E-pošta:

Telefon:

Drugi kontaktni podatki:

ALI

Kontaktni naslov za povratne informacije, če jih anonimni prijavitelj želi *(v primeru anonimne prijave; je pa to neobvezno)*:

Naslov:

E-pošta:

Telefon:

Drugi kontaktni podatki:

2. PODATKI O KRŠITVI:

Kršitev se nanaša na delovno okolje v družbi LAFERT Elektromotorji d.o.o.

Čas začetka, trajanja in konca kršitve:

.....

(op. Prijavitelj do zaščite po ZZPri ni upravičen, če je prijavo podal dve leti ali več po prenehanju kršitve.)

Podatki o kršitelju:

.....

Opis kršitve (kaj, kdaj, kje, kako):

(Navedite kršeni predpis in tudi morebitne priče ter dokumente ali druge dokaze, ki podpirajo vaše trditve (npr. e-poštna komunikacija, dokumenti,...); dokumente/dokaze priložite prijavi.)

.....

.....

.....

.....

.....

.....

.....

Priloženi dokumenti/dokazi:

.....

.....

.....

3. ZAŠČITA PRED POVRAČILNIMI UKREPI:

Nekateri prijavitelji lahko v primeru prijave (notranje ali zunanje) tvegajo povračilne ukrepe (kot obliko »maščevanja« s strani vodstva ali sodelavcev). Povračilni ukrepi lahko npr. vključujejo odpustitev, premestitev, znižanje plače, disciplinske ukrepe, pritisk ali ustrahovanje. Kot povračilni ukrep se štejeta tudi grožnja s povračilnim ukrepom ali poskus povračilnega ukrepa. Če je takšno tveganje podano tudi v vašem primeru, prosimo izpolnite spodnjo rubriko.

Prijavitelj do zaščite ni upravičen, če je prijavo podal dve leti ali več po prenehanju kršitve.

Ali obstaja tveganje povračilnih ukrepov zaradi prijave?

(označite)

NE

DA

Če DA, navedite, do katerih tveganj in povračilnih ukrepov menite, da bi lahko prišlo:

.....

.....

.....

Ali bi potrebovali pomoč in zaščito pred povračilnimi ukrepi?

(označite)

NE

DA

Če DA, označite ali dopolnite, v kakšni obliki bi potrebovali pomoč in zaščito:

- informacije o pravnih možnostih,
- potrdilo o vloženi prijavi,
- dokazila iz postopka s prijavo,
- drugo:

4. INFORMACIJE O OBRAVNAVI PRIJAVE:

Vašo prijavo bo obravnaval zaupnik. V obravnavo bodo po potrebi vključene tudi druge osebe, ki bodo lahko seznanjene z vsebino prijave, pri čemer jim vaša identiteta ne bo razkrita!

Zaupnik vas bo v skladu z ZZPri obvestil:

- v sedmih (7) dneh po prejemu prijave o tem, ali bo vašo prijavo obravnaval;
- v treh (3) mesecih o stanju postopka s prijavo, v kolikor le-ta še ne bo zaključen;
- v treh (3) mesecih o zaključku obravnave ter o izvedenih ukrepih in izidu postopka.

Če menite, da je bilo storjeno kaznivo dejanje, predlagamo, da podate ovadbo na pristojni organ (policijo ali državno tožilstvo).

Če iz prijave izhaja sum storitve kaznivega dejanja, za katerega se storilec preganja po uradni dolžnosti, jo je organ za zunanjo prijavo v skladu s 145. členom Zakona o kazenskem postopku dolžan naznaniti državnemu tožilstvu ali policiji.

5. POTRDITEV RESNIČNOSTI:

Potrjujem, da so informacije v tej prijavi resnične, prijavo podajam v dobri veri in sem seznanjen, da je neresnična prijava lahko prekršek po 28. členu ZZPri, za katerega je zagrožena globa od 400 do 1.200 EUR.

V, dne

Podpis:

.....

(neobvezno za anonimno prijavo)

Whistleblowing Policy Lafert Elektromotorji d.o.o.

English Version

INDEX

1.	APPOINTMENT OF TRUSTEE	14
2.	APPOINTMENT OF ADMINISTRATIVE STAFF	14
3.	CONTACT INFORMATION FOR ACCEPTING REPORTS	14
4.	PROCEDURE FOR RECEIVING INTERNAL REPORTS	15
5.	REGISTRATION OF REPORT	15
6.	DUTIES OF TRUSTEE AND PROTECTION OF WHISTLEBLOWER	16
7.	INTERNAL REPORT PROCESSING PROCEDURE	16
7.1	Preliminary test	16
7.2	Report processing	16
8.	COMPLETION OF THE VALUATION OF REPORT	17
9.	ANNUAL REPORT	17
10.	EXTERNAL REPORTS IN CASE OF INEFFICIENCY OF THE INTERNAL REPORTING SYSTEM	17
11.	INFORMING EMPLOYEES AND OTHER PERSONS IN THE COMPANY'S WORK ENVIRONMENT	18
12.	FINAL PROVISIONS	18
13.	ANNEXES	19
13.1	Annex 1: Pre-Reporting Test Checklist	19
13.2	Annex 2: Internal report of violations of regulations in the working environment	20

The company LAFERT Elektromotorji d.o.o. (hereinafter also the liable party) accepts these rules with the aim of providing information about the procedure for dealing with an internal report under the Act on the Protection of Applicants (Official Gazette of the Republic of Slovenia, No. 16/2023; hereinafter: ZZPri), which must enable the completeness, integrity and confidentiality of information and to prevent unauthorized persons of the company from accessing the content of reports, information about the whistleblower and the reported party.

In this regard, the management of the company is aware of the importance of ethical and legal business and therefore commits to:

- that it will not attempt to establish the identity of whistleblowers;
- that it will not implement retaliatory measures and forbids them to be implemented by employees of the company LAFERT Elektromotorji d.o.o.;
- that it will encourage employees to report misconducts and potential violations, even if they are only suspicions, through the internal reporting channel, as this way reports can be handled efficiently and misconducts and violations can be quickly eliminated.

1. APPOINTMENT OF TRUSTEE

LAFERT Elektromotorji d.o.o. appoints the following persons as trustees for receiving applications, namely:

- Attorney Maja Krašovec Orel, Bevkov trg 6, 5000 Nova Gorica, as trustee;
- Tanja Gaberšček, at Attorney Maja Krašovec Orel, Bevkov trg 6, 5000 Nova Gorica.

The trustees receive reports and process them in accordance with Article 13 of the ZZPri and these regulations. The trustees organize their work in such a way as to ensure timely performance of tasks and replacement during absence.

Trustees are obliged to:

- when processing reports and in all procedures according to these regulations, comply with the provisions of the Act on the Protection of Personal Data (ZVOP-1) and the Regulations on the Protection of Personal Data in the company LAFERT Elektromotorji d.o.o.
- comply with the provisions of the ZZPri regarding the protection of the identity of the whistleblower and confidentiality.

2. APPOINTMENT OF ADMINISTRATIVE STAFF

Administrative assistance is provided by trustee Tanja Gaberšček, at Attorney Maja Krašovec Orel, Bevkov trg 6, 5000 Nova Gorica.

In this connection, she also performs tasks in the field of receiving and recording internal reports. She must deal with applications in accordance with Articles 6 and 7 of the ZZPri and immediately inform the first trustee about the applications received.

3. CONTACT INFORMATION FOR ACCEPTING REPORTS

As a rule, reports are submitted on a form (annex 2) and are accepted in the following ways and at the following addresses:

- by e-mail to the address: maja.krasovec@siol.net or odvetnica-mko@siol.net;
- at the address: Attorney Maja Krašovec Orel, Bevkov trg 6, 5000 Nova Gorica;

- in person at the trustee at the address Bevkov trg 6, 5000 Nova Gorica by prior order by phone at 041 671 840 (Tanja Gaberšček) or by e-mail at the address odvetnica-mko@siol.net.

The report must contain:

- description of the violation,
- the background and history of the issue, including dates,
- the reasons for which the whistleblower is concerned about the situation,
- a statement as to whether the whistleblower wants his application to be anonymous, in the absence of such an explicit statement, the application is considered anonymous,
- a statement as to whether the whistleblower has any personal interest in relation to the report,
- the report must contain all possible available documents and other materials or their copies that confirm the whistleblower's statement, as the success of solving the report depends on this.

The form for reporting a violation is in Appendix 2 to these regulations.

4. PROCEDURE FOR RECEIVING INTERNAL REPORTS

Only a natural person who is employed or in a similar relationship with LAFERT Elektromotorji d.o.o. can report a violation.

The whistleblower is entitled to protection under the ZZPri if he submits the report before the expiration of two years from the termination of the infringement.

The whistleblower can submit the report in writing or orally (in person).

When the whistleblower submits the report in person, the trustee writes down the statement verbatim.

The statement is signed by the whistleblower and the trustee who recorded the statement.

If the whistleblower does not sign the statement in person or refuses to sign it, it is considered that he did not submit the report.

5. REGISTRATION OF REPORT

The trustee registers the report in a written record of reports of violations (document system), which is separate from other cases with the trustee and in such a way that effective protection of the identity of the whistleblower is ensured.

The electronic application with attachments and the physical application with attachments are kept in physical form in the office of attorney Maja Krašovec Orel separately from other matters and in such a way that third parties are prevented from accessing them and in such a way as if it were confidential information of an internal or business level secret.

The record of reports received (record data) contains the following information: case number, date of receipt applications, work area of the violation, date of confirmation of receipt of the report, date of feedback to the whistleblower, date of report to the company management.

Information about the whistleblower and the reported party is recorded in such a way that it can be easily deleted or destroyed after five years.

Personal data that is clearly not necessary to process the report is not collected. If such data is collected in error, it will be deleted without undue delay.

After the expiration of five years, information about the whistleblower and the reported party as well as the content of the application, the report to the management of the company and the record data are deleted from the application register.

6. DUTIES OF TRUSTEE AND PROTECTION OF WHISTLEBLOWER

The trustee handles the report carefully, confidentially and independently and is not bound by the instructions in the individual case. The trustee may not disclose the identity of the whistleblower, except under the conditions of the ZZPri.

At work, the trustee has access to material relevant to processing the report, and employees of the company are obliged to provide him with the help and information necessary for his work. The trustee uses the information she becomes aware of only for the purposes of processing the report and remedying the violation.

The trustee performs the tasks specified in Article 10 of the ZZPri and these regulations, including advising and assisting the whistleblower against retaliatory measures.

The whistleblower may ask the trustee for clarifications regarding protection in the event of prohibited retaliatory measures, as specified in Chapter 7 of the ZZPri.

7. INTERNAL REPORT PROCESSING PROCEDURE

The Trustee processes reports in the order in which they are received. If she receives several infringement reports at the same time, she will classify and deal with them at her own discretion according to the gravity and consequences of the infringement.

7.1 Preliminary test

The trustee tests the report by checking whether the assumptions from Article 5 of the ZZPri are met. In this regard, she fills out the checklist from Annex 1 of this act within seven days.

When the assumptions are not met, the trustee does not consider the report, and informs the whistleblower within seven days from receiving the report that she will not accept the report for consideration.

When all assumptions are met, the trustee informs the whistleblower within seven days from the receipt that she has accepted the report for consideration.

The notification is sent to the address or method indicated by the whistleblower.

If the whistleblower is anonymous, the previous two paragraphs are implemented if the whistleblower has specified where the notification of acceptance of the report should be sent, or an explanation of the reasons why the report will not be considered.

When it is already evident upon acceptance of the oral report that the report cannot be considered in the internal processing procedure, the trustee can direct the whistleblower to the appropriate path for external report or to another appropriate procedure. In such a case, neither the report nor the consideration process takes place.

7.2 Report processing

The trustee has the obligation to inform the whistleblower regarding the possibility of internal or external reporting and public disclosure, as well as protection against and in the event of retaliatory measures.

The trustee examines the report and finds out which person or internal organizational unit in the company LAFERT Elektromotorji d.o.o. is competent to eliminate the violation to which the report refers. She informs the head of the competent unit about the reported violation and her proposed measures.

In the notification, she indicates that the application is being considered under the ZZPri and sets a deadline for feedback regarding implemented or proposed measures to eliminate the violation and against the reported party.

According to her own assessment or at the suggestion of the head of the violation elimination unit, the trustee may hold a conversation with the whistleblower in order to determine the circumstances important for the definition and elimination of the violation.

The administrator of processing the application and, in this regard, providing the trustee with all necessary data and information on the side of the company LAFERT Elektromotorji d.o.o. is the HR director at the founding company. The administrator is also obliged to protect all information he learns in this application, from which it would be possible to directly or indirectly draw conclusions about the identity of the whistleblower.

8. COMPLETION OF THE VIOLATION REPORT

After providing feedback to the whistleblower, but not later than three months after receiving the report, the trustee prepares a report to the management of LAFERT Elektromotorji d.o.o., in which she states the findings that:

- there were no violations of regulations, or
- there have been violations of regulations, or
- it is not possible to determine whether there has been a violation of regulations.

In the report from the previous paragraph, the trustee shall indicate in particular whether the report is justified, the proposed and implemented measures to terminate, eliminate the consequences or prevent future violations, her findings on the effectiveness of the implementation of the proposed measures and any proposed and implemented measures to protect the whistleblower.

The report must not include information about the whistleblower or the reported party.

9. ANNUAL REPORT

Trustee within February 1 of the current year for the previous year for the management of LAFERT Elektromotorji d.o.o. prepares an annual report that includes data on the number of anonymous and non-anonymous reports received, as well as the number of retaliatory measures considered and recommendations for preventing future violations.

LAFERT Elektromotorji d.o.o. by March 1 of the current year for the previous year, reports to the Commission for the Prevention of Corruption using an electronic form available on the website of the Commission for the Prevention of Corruption on the number of reports received and the number of retaliatory measures, and in the report also provides information about the trustee.

10. EXTERNAL REPORTS IN CASE OF INEFFICIENCY OF THE INTERNAL REPORTING SYSTEM

The whistleblower may submit an external report to the competent authority for external reporting from Article 14 of the ZZPri if he believes that the internal report could not be dealt with effectively or if he believes that there is a risk of retaliatory measures in the case of an internal report.

The whistleblower can publicly disclose the violation under the conditions of the ZZPri.

11. INFORMING EMPLOYEES AND OTHER PERSONS IN THE COMPANY'S WORK ENVIRONMENT

Persons who are employed or in a similar relationship with LAFERT Elektromotorji d.o.o. can access information about the reporting process, the internal act-rulebook and the company's trustee on the websites www.lafert.si and www.lafert.com. This policy will be forwarded to all employees on their work e-mail addresses after its acceptance. It is also available in the company's administration department.

12. FINAL PROVISIONS

Amendments and additions to this act are adopted in the same way as the act. These regulations are immediately published on the notice board in the company canteen and within 1 month on the websites www.lafert.si and www.lafert.com. The policy comes into force the day after it is published on the bulletin board.

13. ANNEXES

13.1 Annex 1: Pre-Reporting Test Checklist

1. The whistleblower is a natural person.
2. The whistleblower is employed by LAFERT Elektromotorji d.o.o. or is a volunteer, intern, apprentice, contract worker, student, participates in tender procedures as a candidate, holds a position, is a shareholder, member of the supervisory or administrative body of LAFERT Elektromotorji d.o.o., or otherwise participates in the activity of a legal or natural person carried out by self-employed persons on the basis of a contract, or works under the supervision and direction of external contractors, subcontractors or suppliers, regardless of payment and regardless of whether the relationship has already ended or is being established through the recruitment process or negotiations before the contract is signed.
3. The whistleblower reports a violation or suspicion of an actual or potential violation of regulations that has occurred or is very likely to occur in the organization.
4. The alleged violation occurred at LAFERT Elektromotorji d.o.o. or in connection with the operation of LAFERT Elektromotorji d.o.o.
5. The report is not manifestly unfounded.
6. The reported violation is still ongoing or it stopped less than two years ago.

13.2 Annex 2: Internal report of violations of regulations in the working environment

The report can only be submitted by a natural person and sent to the address for reports in the company (see regulations). This report is not intended for violations that occurred outside of your work environment and e.g. resolving disputes with colleagues, mobbing and the like.

Your report will be processed by the trustee for the company LAFERT Elektromotorji d.o.o. and, if necessary, provide you with assistance in the event of employer retaliation. The report will be processed according to the procedure defined in the Rules on the establishment of an internal system for reporting violations and protection of applicants in the company LAFERT Elektromotorji d.o.o.

If you wish, you can apply anonymously, without revealing your personal data. If you want to receive feedback, you must specify the address or method to which you want to receive it.

The trustee who will handle your application may subsequently contact you or ask you to complete the report in order to effectively deal with the violation.

If you believe that the internal report cannot be dealt with effectively or that there is a risk of retaliatory measures, you can submit an external report to the competent authority (authorities for external reports are defined in Article 14 of the Act on the Protection of Reporters. These are, for example, the Information Commissioner, FURS, the Inspectorate for public sector, the National Audit Commission for the Audit of Public Procurement Procedures, the Bank of Slovenia, the Labor Inspectorate of the Republic of Slovenia and others). The form for external reports is generally available on the website of the authority to which you submit the application. Even the competent external reporting authority must not reveal your identity. Disclosure of identity without your consent is defined as a misdemeanor under the ZZZP.

1. INFORMATION ABOUT THE APPLICANT:

Name and surname:

OR

Anonymous report: (mark YES if you are submitting an anonymous report)

Employed or other connection with the institution's working environment:

.....

Address:

E-mail:

Phone:

Other accounts

personal data:

OR

Contact address for feedback if the anonymous whistleblower wants it (in the case of an anonymous report; but this is optional):

Address:

E-mail:

Telephone:

Other contact information:

2. INFORMATION ABOUT THE VIOLATION:

The violation relates to the working environment at LAFERT Elektromotorji d.o.o.

Time of start, duration and end of the infringement:

.....
(note. The whistleblower is not entitled to protection under the ZZPri if he submitted the report two years or more after the infringement ceased.)

Information about the offender:

.....

Description of the violation (what, when, where, how):

(Indicate the violated regulation and also any witnesses and documents or other evidence that support your claims (e.g. e-mail communication, documents,...); attach the documents/evidence to the application.)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Attached documents/evidence:

.....
.....
.....
.....
.....

3. PROTECTION AGAINST RETALIATION:

Some whistleblowers may risk retaliation (as a form of "retaliation" by management or co-workers) if they report (internally or externally). Retaliatory measures can e.g. include dismissal, transfer, reduction in pay, disciplinary action, pressure or intimidation. Threats of retaliation or attempted retaliation are also considered retaliation. If such a risk is also given in your case, please fill in the section below. The whistleblower is not entitled to protection if he submitted the report two years or more after the infringement ceased.

Is there a risk of retaliation for reporting?

(check)

NO

YES

If YES, please indicate what risks and retaliations you believe could occur:

.....
.....
.....

Would you need help and protection from retaliation?

(check)

NO

YES

If YES, mark or complete in what form you would need help and protection:

- information on legal options,
- confirmation of the submitted application,
- evidence from the application procedure,
- other:

4. INFORMATION ON REPORTING PROCESS:

Your report will be processed by a trustee. If necessary, other persons who may be familiar with the content of the report will be included in the consideration, but your identity will not be revealed to them!

In accordance with the ZZPri, the trustee will inform you:

- within seven (7) days after receiving the report on whether it will be considered;
- within three (3) months on the status of the reporting process, if it has not yet been completed;
- within three (3) months on the completion of the hearing and on the measures taken and the outcome of the process.

If you believe that a crime has been committed, we suggest that you file a complaint with the competent authority (police or state prosecutor's office).

If the report results in the suspicion of the commission of a criminal act for which the reported party is prosecuted ex officio, the external reporting authority is obliged to report it to the state prosecutor's office or the police in accordance with Article 145 of the Criminal Procedure Act.

5. CONFIRMATION OF REALITY:

I confirm that the information in this report is true, I submit the report in good faith and I am aware that a false report can be a misdemeanor under Article 28 of the ZZPri, for which a fine of 400 to 1,200 EUR is threatened.

In, on

Signature:

.....

(optional for anonymous login)