

# OLYMPUS

Your Vision, Our Future

## HOW TO REPORT A CONCERN DIRECTLY TO OLYMPUS KEYMED OR VIA A 3<sup>RD</sup> PARTY

### Points of Contact

There are several points of contact available should you wish to discuss or report any point or question whatsoever in relation to violations, content changes or interpretations of our Code.

### Manager/Supervisor - the normal reporting line

Your first Point of Contact (PoC) for questions relating to the Code, or for reporting violations, is your own manager/supervisor.

### Corporate Compliance

Corporate Compliance is an alternative PoC for reporting violations, where direct reporting to the supervisor is not desired. Naturally, questions and complaints will be treated in the strictest confidence if requested. Corporate Compliance also has overall responsibility for the implementation and development of our Code. In this respect they are your PoC for proposals for improvement and complaints. Corporate Compliance is ready to assist managers/supervisors with the legal and practical application of the Code.

All reporting may be submitted by e-mail. [abcw@olympus.co.uk](mailto:abcw@olympus.co.uk)

### Anonymous Point of Contact – ombudsman

### Anonymous Point of Contact – ombudsman (Safecall)

In some cases you may, however, wish to raise your concerns without your identity being disclosed to Olympus KeyMed. For such cases the ombudsman, Safecall, is available to assist. Safecall is an independent third-party whistle blowing service provider and is obligated to exercise discretion. Therefore, when contacting the ombudsman, anonymity is ensured.

Your name or any facts which may identify you individually will only be communicated to Olympus KeyMed (or anybody else) with your explicit consent.

Independent confidential reporting regarding:

Bribery & Corruption

- Fraud
- Security
- Harassment
- Bullying
- Discrimination
- Environmental Concerns
- Health & Safety Concerns

You may communicate your report by **freephone to: 0800 915 1571**

*All calls are treated with the utmost confidentiality by independent call takers who will not disclose your name unless you give your authorisation*

Or Report on-line at: [www.safecall.co.uk/report](http://www.safecall.co.uk/report)