

Circuit whistle-blowing channel

The Whistle-blowing Channel is available 24 hours a day, 365 days per year, and maximum confidentiality is guaranteed.

Accessing the Channel can be done by:

E-mail at the following address comitecodigoetico@grupoortiz.com, which will be received by the Comité members.

A letter addressed to the Ethics Committee at the following postal address: Comité de seguimiento de código ético y de conducta (Ethics and Conduct Code Committee), C/ Ensanche de Vallecas 44, 28051 Madrid, Spain.

Via the website: whistle-blowing channel: <http://www.grupoortiz.com>

Minimum whistle-blowing requirements

1. Identity of whistle-blower and contact details.
2. A description of the suspicious event; as specific as possible.
3. Where applicable, documents or evidence supporting the reported claims.

Reception and management of reported claims

The Ethics and Criminal Prevention Committee will be in charge of managing reported claims. (Reception, investigation, conclusion and filing).

Classification of reported claims

In order to give priority to valid reports of a higher impact, the Committee will have to classify them in order of seriousness.

Investigating reports, conclusions, measures and filing

1. Initial contact with the whistle-blower to gather additional information:

This will take place within 15 days

2. Investigation

Appointment of an internal or external inspector to initiate the investigation and establish the veracity of the reported claims and to write an investigation report with the conclusions based on the evidence found.

3. Disciplinary sanctions and/or filing

Once the Inspector's Report has been received, the Ethics Committee will be responsible for:

- Applying the relevant disciplinary sanctions in accordance with the seriousness of the conduct.
- Information will be provided to the whistle-blower in relation to the measures taken.
- Filing the reported case.

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