

## Rules for the Complaint Procedure according to

### § 8 Supply Chain Due Diligence Act (LkSG)

B. Braun SE takes responsibility for respecting and strengthening internationally recognized human rights within its own business areas and through appropriate management of its supply chains. B. Braun SE and its companies implement all requirements of the Supply Chain Due Diligence Act (LkSG) to fulfill human rights and environmental due diligence obligations and monitor their implementation. A key element of these due diligence obligations is the establishment of an effective complaint procedure through which information on human rights and environmental risks or violations can be submitted.

These procedural rules provide information on the essential features of the complaint procedure, access to the procedure or its availability, and responsibilities. They also inform about what happens with incoming information, i.e., how the complaint procedure is conducted. B. Braun SE and its companies consider it important to present this information in an understandable and comprehensible manner and to create the greatest possible transparency about the process.

#### **What is the purpose of the complaint procedure?**

The complaint procedure is intended to provide any person or group of people with the opportunity to submit relevant information to B. Braun SE and its companies, thereby drawing attention to human rights risks (early warning system). Person or group of people also has the opportunity to report suspected violations of the law, so that damage can be averted or minimized immediately (access to appropriate remedy).

#### **Who can submit information?**

Any person can submit information, regardless of whether it is done domestically or abroad.

#### **What types of information can be submitted?**

The complaint procedure allows individuals to report human rights and environmental risks as well as violations of human rights or environmental obligations that have arisen from the economic activities of B. Braun SE and its companies in their own business area or in the supply chain.

### **How can I submit information?**

Information can be submitted at any time in two different ways. All information, regardless of how it is received by B. Braun SE and its companies, is processed immediately and in the same manner.

B. Braun SE provides an electronic reporting system where information can be entered into a web form. The system is available in 24 languages. The reporting system can be accessed at:

<https://bbraun.integrityline.app>

Phone: +493099257146 (Company-Access-PIN: 1025)

Email: [speakup@bbraun.integrityline.com](mailto:speakup@bbraun.integrityline.com)

Information can also be submitted by mail to: B. Braun SE, Carl-Braun-Straße 1, 34212 Melsungen

Both channels ensure the confidential handling of reports. The reporting system allows the creation of a mailbox through which the reporting person can communicate with B. Braun SE and its companies while maintaining the confidentiality of their identity.

### **Who processes the information?**

Information is processed by B. Braun SE and/or the respective affected companies by selected and specially trained employees. All employees responsible for processing have the following characteristics:

- impartial
- independent
- not bound by professional instructions
- obliged to maintain confidentiality
- appropriately trained
- equipped with sufficient time resources

### **How does the complaint procedure work?**

After a report is received, the reporting person receives confirmation. This confirmation is provided within one week. Throughout the entire process, B. Braun SE or the affected companies remain in contact with the reporting person, provided this is desired and a means of contact is available. The reports are initially reviewed centrally to determine whether the reported matter constitutes a human

rights or environmental risk or a violation of human rights or environmental obligations (plausibility check). It is also checked which company or supplier is affected by the report. The report is then forwarded to the responsible department, e.g., within a company.

**The specific responsibility for conducting this review is as follows:**

For reports concerning the procurement of B. Braun SE, the “Procurement Excellence” organizational unit of B. Braun SE is responsible.

For other reports, the review is carried out by the “Group Sustainability” organizational unit of B. Braun SE.

The next step is to clarify the facts, which generally takes place within three months. The people responsible for the complaint procedure at B. Braun SE and in the subsidiaries are entrusted with clarifying the facts. As described above, they act impartially and are obliged to maintain confidentiality. If it is determined during the clarification of the facts that a violation of human rights and/or environmental obligations is imminent or already occurring, remedial measures are initiated immediately. Otherwise, a proposal for further action is developed based on the findings of the fact clarification.

**How are reporting persons protected from disadvantage and reprisals because of a report?**

Protecting reporting person from disadvantage or punishment because of submitted reports is an important part of our complaint procedure. The following measures serve to protect reporting persons:

All reports are processed only by a small group of selected and specially trained employees.

All information, such as personal data and other information that could lead to the identification of the reporting person, is treated confidentially. This also applies after the procedure is completed.

In accordance with legal requirements, internal company documentation is kept for seven years and then destroyed. B. Braun SE and its companies protect reporting persons from disadvantage or punishment because of a report.