

# GUIDELINES FOR WHISTLEBLOWING

AT

## KONGSBERG

### 1 Background

KONGSBERG considers it important for the development of the Group that employees provide feedback on matters perceived as positive as well as on matters perceived as negative. Such feedback will ordinarily be part of the ongoing dialogue between employee and employer in the continual process of making improvements. KONGSBERG aims to ensure that employees are taken seriously when they give feedback to their employer.

Whistleblowing involves reporting circumstances of a more serious nature, e.g. infractions of the law. These routines provide a more detailed description of the procedure to be followed in connection with whistleblowing.

Whistleblowing is governed by §2-4 and §2-5 of the Working Environment Act. Pursuant to these provisions, employees have the right to report censurable conditions on the part of their employer as long as the notification is justified. Further, retaliation against whistleblowers is prohibited.

KONGSBERG intends these guidelines to pave the way for and inform employees about the routines that apply when employees wish to report concerns about censurable conditions in the undertaking.

### 2 What is whistleblowing?

The definition of whistleblowing depends on the content of what the employee would like to report. Whistleblowing must apply to *censurable conditions*. In this context, the term *censurable conditions* refers to:

- Criminal offences
- Other infractions of the law, e.g. breaches of health, environmental and safety regulations
- Infringements of KONGSBERG's corporate Code of Ethics
- Infringements of common ethical standards that are generally accepted by the community.

Please note that questions related to KONGSBERG's general operations, the workplace or the working environment are not usually considered whistleblowing and should be discussed in the ordinary manner with one's immediate superior, the HR Department, HSE Manager, a safety delegate or trade union representative.

### 3 Whistleblowing procedure

It is important that employees demonstrate the requisite discretion when it comes to whistleblowing so that the interests of KONGSBERG or third parties are not harmed unnecessarily. Such interests may refer to trade secrets, the loss of customers, the

climate of cooperation at the workplace or personal data related to other employees or customers

It is also important to comply with the following description when notifying about problems so that the recipient of the notification understands that this is actually a case of whistleblowing. This also ensures that the whistleblower is guaranteed that the report will be followed up.

If an employee wishes to notify his/her employer about censurable conditions, the procedure is as follows:

- The employee can notify his/her immediate superior or another manager or the company's HR Department.
- Alternatively, the employee can notify KONGSBERG's Ethics Council through the Council's ombudsmen. It is also possible to notify a safety delegate, member of the Working Environment Committee or trade union representative.
- As a last resort, the employee can notify KONGSBERG's Board of Directors.

The intention is that any censurable conditions are to be resolved through KONGSBERG's routines for following up whistleblowing. However, employees will always have the right to contact public supervisory bodies, e.g. the Norwegian Labour Inspection Authority, about relevant matters.

Ordinarily, notification should be submitted in writing. It is also possible to report concerns verbally, for example, if the employee prefers to remain anonymous. However, anonymous whistleblowing can be difficult to follow up further, not least since it is not possible to pose follow-up questions to an anonymous whistleblower.

The employee should inform the recipient of the report that the person in question considers the notification to be a warning, just in case this is not clear to the recipient. This should be done in any event if the notification is verbal, so that the recipient can implement routines for following up the notification.

#### **4 Procedure – routines for receiving a report of whistleblowing**

KONGSBERG has special routines for how recipients of reports of problems are to proceed with further follow up. One fundamental principle underlying the aforementioned routines is that cases should initially be resolved where they arise. This should also be taken into account when choosing the notification channel, cf. point 3.

KONGSBERG's Ethics Council is to help raise ethical awareness, ensure ethical behaviour, and protect KONGSBERG's good reputation. Thus the Ethics Council can be involved in matters of principle, general issues or particularly important matters.

The whistleblower should be informed about the further administrative procedure, and be given feedback about the outcome of the case within a reasonable period of time. The outcome of the further follow up may nevertheless be of such a nature that it is not possible to provide detailed feedback, e.g. in personnel cases.

#### **5 Retaliation is prohibited**

Any adverse treatment of the whistleblower in response to the reporting of problems is prohibited. If management or colleagues take exception to the criticism, they will nevertheless be allowed to present objective counter-arguments, as long they go no further than necessary in rectifying the impression engendered by the notification.