



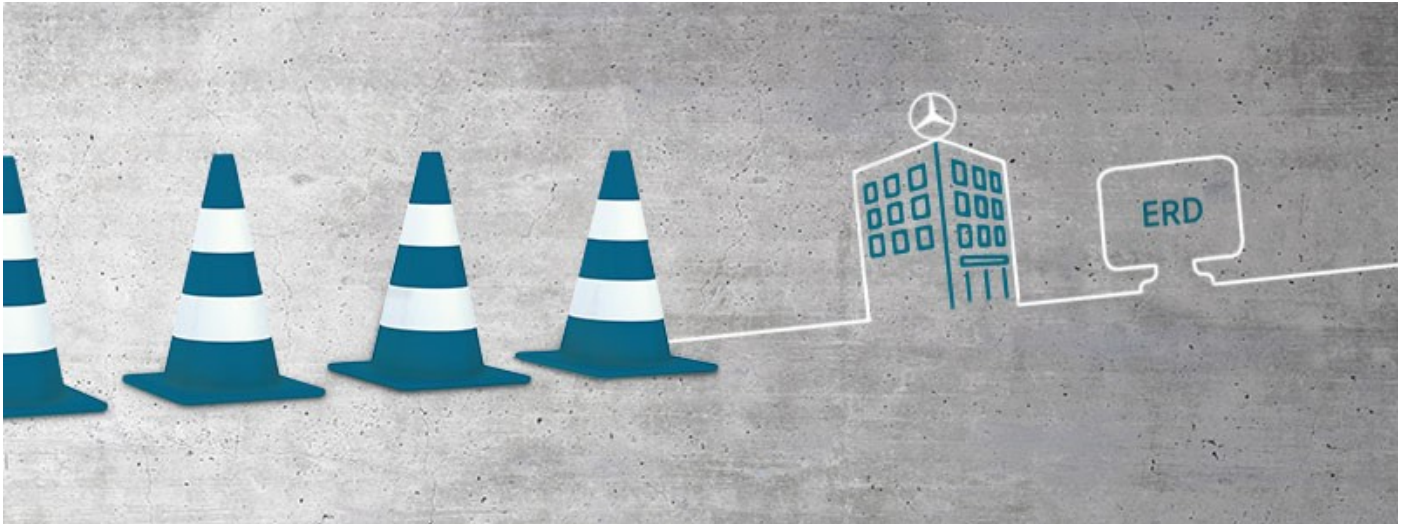
Treatment of Violations Policy, A 31.5

### Contact Person

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### Purpose of Policy / Management Summary

The Policy regulates the BPO procedure and the responsibilities of the various parties involved in the BPO procedure. It also lays down the standard for the assessment and the consequences of a breach of the rules.

The company places trust in its employees and expects them to behave more intimately. Rule violations will not be tolerated. Whistleblowers can contact the BPO and the Neutral Intermediary in Germany to report violations of the rules.

The BPO is responsible for suspected major risk cases for the company, including employees. Major risk rule violations should be reported to the BPO. Managers are required to report in major risk cases. Minor risk infringements should be reported to the direct manager or the relevant area. In the event of a minor risk breach of the rules, the personnel department decides on labour law measures in consultation with the manager. In the case of major risk violations, the BPO checks whether there is any concrete evidence and commissions the investigation of the allegations.

Whistleblowers are protected by the company. Employees suspected will be informed and treated fairly during the investigation. All employees are obliged to assist the investigating bodies.

The principle of proportionality is respected when deciding on measures. After certain time limits have expired, measures against the person concerned are excluded. In the event of violations of the rules with written disciplinary measures, the variable remuneration shall be reduced in an appropriate manner, to the extent permitted by law. Data collected will be deleted within clearly defined time limits, depending on the outcome of



the investigation.

## Changes to Previous Version

11/10/2022 – Revision:

Changes as part of Project Rebranding

## Action Requirement

[For members of managing bodies of the Group companies](#)

Please put this policy into force immediately and communicate this to affected employees.

Basic requirements for managers\*:

- Low-risk violations should be reported to the direct manager or the responsible unit.
- Managers at Level 5 and above are required to report cases posing a major risk to the BPO.

Additional requirements for managers resulting from changes to the content of the Policy\*:

Please point out the following changes in the communication:

- Changes within the scope of the BPO's competence in paragraph 2.1: Extension of the Case Group Violation of Environmental Regulations
- The deduction in clause 4.1.1. also applies in the case of a group transfer within the year.
- Necessary adjustments to paragraph 4.1.2, as this scheme has an impact on income verification and Phantom Shares also applies to the E4 Executive employee group.

\* This overview does not claim to be fully reproduced.

[for managers of Mercedes-Benz Group AG](#)

Please familiarize yourself with and comply with the provisions of this policy.

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[for employees of Mercedes-Benz Group AG](#)

Please familiarize yourself with and comply with the provisions of this policy.

[For members of managing bodies of Framework Light companies](#)

This is an indispensable policy. Your company falls within the scope of application of this policy. Please enact this policy immediately.

### Scope of application

This policy applies to all employees and members of managing bodies of Mercedes-Benz Group AG, and of all controlled Group companies.

### Period of Validity of this Version

11/19/2020 - 11/18/2025

### Last Revision of this Version

11/10/2022

### Topic

Integrity & Compliance (Disciplinary Measures)

### Approval

Britta Seeger MS, Hubertus Troska GRC, Martin Daum H-T, Markus Schäfer RD, Ola Källenius COB, Renata Jungo Brünger IL, Harald Wilhelm FC, Wilfried Porth HR  
10/21/2020

### Documentation

Published in the Enterprise Regulations Database (ERD) in Mercedes-Benz' Social Intranet on 11/10/2022.

### Mandatory documents

[Policy Documents](#)

Treatment of Violations Policy: 13 Pages

[Further Applicable Regulations](#)

- [C 169.1 Investigation Policy](#)
- [Specification of the Treatment of Violations Policy \(further clarification and addition of local legal provisions\)](#)
- For Germany only:
  - [KBV 3.3 Hinweisgebersystem BPO und Umgang mit Regelverstößen](#)
  - [KBV 1118.2 Rechte und Pflichten bei unternehmensinternen Untersuchungen im Zusammenhang mit Regelverstößen](#)
  - [SAR 1.1 SAR Hinweisgebersystem BPO, Neutraler Mittler und Umgang mit Regelverstößen](#)



## 1 Principles

The company places trust in all its employees and expects them to uphold the principles and guidance of the *Integrity Code, IC*, when acting on behalf of the Mercedes-Benz Group, to be guided by ethical values, to treat each other and business partners fairly, to follow the law and Mercedes-Benz Group rules, and to fulfill their duties under their employment agreements. The Mercedes-Benz Group expects its managers to act as role models for their staff in all the above areas.

In its *Integrity Code, IC*, the Mercedes-Benz Group, in cooperation with its staff, has defined the type of conduct expected within the company. This conduct is further detailed in additional policies and instructions.

Mistakes provide an opportunity to learn for the future. For that reason, they must be identified, openly addressed and remedied.

Violations, particularly against laws and the *Integrity Code, IC*, will not be tolerated. Appropriate disciplinary measures will be taken. If necessary, law enforcement authorities will be notified.

All employees shall be treated fairly during the investigation of violations. Under employment law, violations are assessed in accordance with the principle of proportionality, taking into account the severity of the violation of duty as well as the employee's past service, their responsibility within the company and the circumstances of the case.

The Whistleblower System, Business Practices Office (BPO) and the position of Neutral Intermediary for Germany were created as independent institutions to enable protected reporting of violations of rules and regulations. As a special form of protection, whistleblowers in Germany can contact the Neutral Intermediary, who receives tip-offs and forwards them to the BPO in anonymous form. The BPO classifies whistleblower reports according to the risk posed. It ensures that reported misconduct is effectively investigated and takes steps to remedy identified risks.

## 2 BPO Whistleblower System and Neutral Intermediary

### 2.1 Types of violations

Violations, particularly violations of legal regulations or the Group's internal regulations, are divided into those that pose a serious risk and those that pose a minor risk to the company and its employees.

In particular, violations posing a serious risk to the company include the following:

The company puts its trust in its employees and expects them to act with integrity.

Rule violations are not tolerated.

To report rule violations, whistleblowers can contact the Business Practices Office (BPO) and, in Germany, the Neutral Intermediary.

A distinction is made between rule violations posing a major risk and those posing a low risk for the company, including its employees.



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- Corruption, antitrust and money laundering offenses
- Theft, fraud and undue enrichment offenses of significant scope or amount (over €100,000)
- Severe injury to physical or mental well-being
- Severe cases of sexual harassment, discrimination and racism
- Criminal violations of data protection rules
- Accounting and bookkeeping violations with a significant impact that can be detected externally
- Severe violations in connection with engineering specifications and/or technical safety
- Violations of human rights (e.g. violating the principles of the UN Global Compact)
- Violations in connection with environmental regulations and/or environmental noncompliance of a product
- Export control or sanctions violations
- Severe violations of the integrity of the whistleblower system – for example, severe violations of whistleblower anonymity or reporting obligations under Section 2.2
- Other serious risks, e.g. violations causing the company to suffer significant losses (over €100,000)
- Violations that are likely to do severe harm to the company's reputation
- Severe violations of the Group's internal agreements to the disadvantage of employees

### 2.2 Reporting of violations

Anyone who encounters or learns of concrete, factual evidence of a possible violation of legal regulations or the Group's internal regulations should report them. The proper authorities for reporting violations posing a major risk are the BPO and Neutral Intermediary. Violations that pose a minor risk should be reported to the employee's direct supervisor or the appropriate unit – for example, Human Resources, Corporate Security or Corporate Data Protection.

If there is evidence of violations that pose a major risk, managers are obligated to report it to the BPO or Neutral Intermediary. If the evidence points to a violation that poses a minor risk, managers should report it to the appropriate unit – for example, Human Resources, Corporate Security or Corporate Data Protection, provided the manager is unable to investigate and correct the misconduct independently.

If there are extensive, ongoing internal investigations, the member of the Board of Management in charge of the Integrity and Legal Affairs Division and Chief Compliance Officer can give their approval to grant exceptions to the reporting requirement.

Employees can also contact their employee representatives in accordance with local regulations.

Rule violations posing a major risk should be reported to the BPO. Managers have an obligation to report them. Low-risk violations should be reported to the direct manager or the responsible unit.



## 2.3 Responsibility of the BPO and the Neutral Intermediary

### 2.3.1 BPO

As a rule, the BPO has jurisdiction over suspected violations that pose a major risk to the company and its employees.

The BPO documents the reports it receives and performs an initial review in accordance with the four-eyes principle. The results of the review are also documented.

Any reports received by the BPO of suspected violations posing a minor risk shall be forwarded to the appropriate unit, such as Human Resources, Corporate Security or Corporate Data Protection, to be examined for concrete, factual evidence and further investigation. The whistleblower is notified in advance that the report is being forwarded. If the whistleblower does not agree to the forwarding of their report, the whistleblower can inform the BPO, stating the reasons why. Taking the reasons given by the whistleblower into account, the BPO examines whether the report nevertheless must be forwarded or if the case can remain within the BPO. If the report is forwarded anyway, the whistleblower can request that the tip-off be sent in anonymous form.

If the suspicions of a violation posing a minor risk are confirmed, the competent HR unit will decide in consultation with the respective manager whether to take disciplinary action. Once the matter is closed, it must be reported to the BPO. If, during the investigation, evidence of a violation posing a major risk is discovered, the BPO must be notified immediately.

In cases of suspected violations posing a major risk, the BPO examines the facts for concrete evidence, issues a detailed, written investigative order and assigns the case to the appropriate investigative unit (Corporate Audit, Corporate Security, Corporate Data Protection, MB Bank or Legal). If, as part of the order issued by the BPO, local investigative work is to be conducted by central units, the local Human Resources manager is to be notified in advance that an investigation will be conducted. The local head of Human Resources must then notify the local employee representation. Those parties will not be notified if either of them is the subject of the investigation. In this case, a corresponding deputy will be notified. Once the investigations are complete, the investigative unit prepares a report on its findings and forwards it, after internal approval, to the BPO. Afterwards, the BPO makes a decision concerning the outcome of the case and documents it. If the suspected violation is confirmed, the case is immediately turned over to the Labor Law Unit.

If the company has no interest in investigating the suspicions or punishing the offender (e.g. because the affected employee has left the

The BPO is responsible for suspected cases that may pose a major risk for the company, including its employees.

If a rule violation posing a low risk is discovered, Human Resources decides whether to take disciplinary action in consultation with the direct manager.

If rule violations pose a major risk, the BPO checks whether there are concrete indications and commissions an investigation of the accusations.



company or the statute of limitations has expired), it can refrain from an investigation.

In the absence of concrete factual evidence, no investigation will be ordered unless additional reports containing concrete factual evidence are received to support the original allegation.

### 2.3.2 Neutral Intermediary (for Germany)

The Neutral Intermediary is an independent attorney who is appointed by the company for Germany and sworn to secrecy vis-à-vis the company. The Neutral Intermediary receives tips regarding regulatory violations from the company's employees, business partners and third parties.

After compiling the facts of the case as provided by the whistleblower, the Neutral Intermediary obtains the whistleblower's consent to forward the report to the BPO without performing a separate review. The report can be sent in anonymous form if so requested by the whistleblower.

Contact takes place either in writing or by e-mail. If the Neutral Intermediary feels that personal contact is required, the Intermediary shall request a meeting with the whistleblower.

The Neutral Intermediary also forwards tip-offs received anonymously to the BPO immediately, without a separate review. If a whistleblower contacts the Neutral Intermediary directly, the Neutral Intermediary will advise the employee and ask any necessary questions. Other than collecting the necessary information, the Neutral Intermediary does not conduct its own investigation.

To protect the whistleblower's anonymity, the company is barred from accessing the information stored by the Neutral Intermediary under any circumstances.

## 2.4 Protecting whistleblowers

Employees who report possible violations based on concrete, factual evidence are protected by the company. The confidentiality of their statements shall be guaranteed. Employees who feel they have suffered repercussions as a result of their report of a violation should contact the BPO. The BPO shall receive and review the facts of the case. Discrimination or intimidation of an employee due to their report of a violation is a breach of the *Integrity Code, IC* and is subject to disciplinary action under employment law.

Whistleblowers should reveal their identity so that they can be asked questions that could be helpful to the investigation. If a whistleblower requests that their identity not be revealed to other entities within the company, this request must be honored. However, completely

As an independent attorney in Germany, the neutral intermediary receives reports of rule violations.

Whistleblowers are protected by the company.





anonymous reports are also possible if not expressly prohibited under national laws. They shall be investigated to the same extent by the BPO provided that they contain concrete factual evidence.

Whistleblowers will be notified of the final decision on the BPO case and whether the allegation was with merit, provided they do not remain anonymous.

## **2.5 Investigative principles for ensuring fair treatment of employees who are suspected of violations**

If a suspected violation requires investigation, the investigating unit is required to inform the affected employee immediately in writing unless tactics intended to aid the investigation make notifying the employee impossible. In such instances, the employee must be notified at the first possible opportunity. The employee shall be given the opportunity to respond to the allegations as soon as possible. The employee is allowed to have a person whom they trust (e.g. a member of the Works Council or attorney) present during questioning. If the employee so desires, their manager will not be immediately notified of the suspicions unless questioning of the manager is required for examination of the facts.

All employees who are the subject of an investigation regarding a violation shall be treated fairly. The affected employee is presumed innocent as long as there is no proof of a violation. Incriminating and exonerating evidence shall be given equal consideration in the investigation. Once the final decision on the case has been made, the employee will receive written notification from the competent unit. If the violation is confirmed, their supervisor shall also be notified of the results of the investigation.

The right to refuse to provide evidence is governed by local legal regulations.

Employees may exercise their legal right to refuse to answer questions if the investigation involves criminal allegations. In that case, they may suffer no reprisal as a result of their refusal to testify.

In cases involving violations of employment law, employees have no such right to refuse to answer questions.

If the investigation reveals early on that the allegations are unfounded, questioning and notification of the employee is not required. If the investigation reveals that the suspicions were unfounded, the employee may decide whether their manager should be informed, provided the manager has not already been made aware of the matter. At the request of the employee, the manager or other management staff shall announce in an appropriate fashion that the employee was wrongly suspected.

Employees suspected of a violation are informed and treated fairly during the investigation.





If materials related to the investigation are to be kept in the employee's personnel file, they shall have the right to view them if required by applicable laws.

If it is proven that one employee has accused another of a violation despite knowledge to the contrary, the accuser shall be deemed in violation of the *Integrity Code, IC*, and subject to disciplinary action.

## 2.6 Employees' obligation to cooperate

All employees are required to support the investigating bodies. This includes submitting all requested business documentation and providing complete and truthful information regarding business transactions unless prohibited by law. This applies to the questioning of witnesses and managers as well. Any attempts by an employee to hinder an investigation by influencing or colluding with witnesses shall be considered a serious breach of their employment duties and disciplinary action will be taken.

## 3 Decisions on Measures Taken in Response to Violations

### 3.1 General criteria

To determine which measures are appropriate in response to a violation, the following criteria are to be considered and weighed on the basis of proportionality:

- The type and severity of the violation
- Risk posed to the company
- Form of fault (intent or negligence)
- The amount of the damage or loss
- Damage to the company's reputation
- Role model function of managers
- Past service and previous conduct of the affected person in the company
- The attitude of the affected employee regarding the violation
- Affected employee's cooperation in verifying the facts of the case and providing compensation for the damage or loss
- Self-disclosure

Accusations are to be carefully weighed against any mitigating circumstances. In similar cases, the same criteria are to be used for evaluating the severity of the violation. The severity of the measures to be taken will be determined by the severity of the violation as determined above.

All employees are required to support the investigating bodies.

The principle of proportionality is respected when deciding on which measures to take.



### 3.2 Possible measures

The specific measures are governed by local law. Therefore, individual companies may be allowed to apply different and/or additional measures, or they may be prevented from taking certain actions. The following measures may be considered depending on the severity of the violation:

- Verbal or written warning
- Final warning
- Training measures
- Reassignment or transfer
- Separation agreement or opportunity to resign voluntarily
- Termination with the option of amended conditions of employment
- Ordinary termination
- Extraordinary termination
- Suspension

Other measures may be taken if the employee is appointed as a member of a governing board (e.g. Board of Management or CEO) and their employment is based on a contract for Board Members/CEOs.

### 3.3 Description of measures

#### 3.3.1 Warning

Verbal or written warnings are given in cases of minor violations. A warning may also be issued if the employee did not act intentionally, but a reprimand is necessary to emphasize the importance of the violated rule or to make the employee aware of the unintended consequences of their actions.

#### 3.3.2 Final warning

Final warnings are given in the case of violations that are not yet grounds for termination after the first offense but that, if repeated, may be considered serious enough to justify termination.

#### 3.3.3 Training measures

It may be necessary, particularly in the case of unawareness of rules or carelessness and in addition to another non-terminating disciplinary measure, to provide the employee with training.

#### 3.3.4 Reassignment or transfer

Reassignment or transfer may be ordered in addition to or in place of another measure if the employee's duties harbor a risk of repeat violation or if the violation has resulted in a loss of confidence in the employee's ability to fulfill their duties.

Various measures are considered depending on the severity of the breach of duty.



### **3.3.5 Separation agreement or voluntary resignation**

If the company wishes to separate itself from an employee, it may give the employee the opportunity to resign voluntarily or conclude a separation agreement with the employee.

If there is a clear risk that termination may result in a lawsuit to enforce it, the company can conclude a separation agreement that provides for severance pay of up to half a month's pay per year of employment. Severance pay exceeding half a month's pay per year of employment is permitted only under special circumstances and only with the approval of the Labor Law unit and the director (level 2) of the respective HR division.

For employees with foreign employment contracts in other countries, the amount of severance pay normal for the respective country may be offered, generally after confirmation by a law firm.

For managers at Level 2 or higher, the severance pay must also be approved by the members of the Board of Management in charge of HR and IL.

Otherwise, separation agreements are to be established without severance pay.

Promises to disclose the departure to external parties in a positive manner shall not be granted if there were grounds for termination. The issuance of a qualified letter of reference remains unaffected.

### **3.3.6 Termination with the option of amended conditions of employment**

Termination of the existing employment relationship with the simultaneous offer of an employment agreement under different terms or for other duties may be considered if it is necessary to remove the employee from their previous duties but doing so is not possible without amending the terms of the employment agreement. This type of termination will only lead to the end of the employment relationship if the employee does not agree to the changes.

### **3.3.7 Ordinary termination**

An employee may generally be terminated with proper notice based on the circumstances of the case and after prior warning in the case of the following types of violations:

- Violation of criminal laws (except those that fall under section 3.3.8)
- Accepting or giving invitations and gifts of an inadmissibly high monetary value
- Severe violation of the general principle of equal treatment



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- Severe violation of the duty to treat employees and business partners with respect
- Destruction of evidence or other significant attempt to hinder an investigation
- Breach of manager's duty to report suspected or committed violations that pose a serious risk to the company and its employees

### 3.3.8 Extraordinary termination

Employees may be terminated without notice for due cause based on the circumstances in the case of violation of criminal laws of significant severity, serious breach of contractual duties and unreasonable disruption of the employment relationship or gross violation of the *Integrity Code, IC*, typically constituted by:

- Bribery or granting of an undue advantage to government officials or business partners and their representatives
- Accepting bribes in the form of money or other similar privileges
- Breach of trust or fraud for personal benefit or the benefit of a third party
- Intentional or grossly negligent inaccuracy in bookkeeping or accounting
- Criminal acts against a person's physical well-being or freedom
- Theft or embezzlement
- Sexual harassment
- Serious cases of workplace bullying
- Substantial enrichment by using company resources/property for private purposes without a contractual agreement or express permission
- Discrimination/reprisal against whistleblowers
- Accusation and reporting of other employees for suspicion of violations despite knowledge to the contrary

### 3.3.9 Suspension

If the company intends to terminate an employee, or if the company finds continued employment unreasonable on other grounds, the company may, depending on the legal situation, suspend the employee from their duties until the end of the period of notice with or without pay if it is no longer feasible for the employee to remain on the job. Depending on the legal situation, an employee may also be released from their duties without pay for other reasons.

### 3.4 Exclusion of measures

Measures can be excluded based on classification of the violation as one that poses a major risk or a minor risk as described in section 2.1.

Disciplinary measures for violations posing a minor risk can be imposed up to three months after they have been revealed to the HR unit, but no more than six months after the violation itself. Measures for violations

Measures imposed on the party involved are suspended once certain periods have expired.



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posing a major risk can be imposed up to 12 months after they have been revealed to the HR unit. No sanctions are imposed for violations posing a major risk that were committed more than five years in the past.

If the violations are criminal actions, then the period in which the company may take disciplinary action in response to the violations will be based on the respective statute of limitations.

The limits specified above are suspended for the duration of the investigation into suspected violations that pose a minor risk. Suspension shall begin upon notification of the affected employee that an investigation will be conducted, and it shall end upon written notification of the results of the investigation being sent to the affected employee but after no more than three months.

Deviating regulations are allowed on the basis of mandatory legal provisions. Different limits must be reported to the policy owner and will be documented in the further applicable regulation "*Policy Specifications*."

### **3.5 Hearing of the affected employee**

Prior to deciding on a measure, the company has to give the employee a hearing. The employee is allowed to have a person whom they trust (e.g. a member of the Works Council or attorney) present during questioning. The employee's supervisor must also be given a hearing.

### **3.6 Decision, communication of results**

The decision shall be made by the responsible HR unit unless local laws prescribe otherwise. In severe cases of confirmed violations falling within the scope of responsibility of the BPO, the decision is to be made by the Business Practices Committee (BPC) in matters concerning employees with a German employment contract or a contract as member of a governing board or CEO. In cases involving employees in other countries, the BPC must be informed of the decision and will conduct a review.

In BPO cases, the final decision must be reported immediately to the BPO, which will file it along with the other documentation related to the case.

### **3.7 Employee representatives' right to participate**

The participation rights of employee representatives are guaranteed throughout the proceedings in accordance with the respective applicable regulations.



## 4 Other Measures in Connection with Violations

### 4.1 Reduction in compensation and consequences for promotions

#### 4.1.1 Effects on variable compensation

For rule violations with a written disciplinary measure, variable compensation must be reduced accordingly where permitted by law.

Employees evaluated under the LEAD system will receive deductions in their individual rating for target achievement. For employees subject to the new Performance Management System, a deduction will be made from the Mercedes-Benz bonus.

Depending on the type of disciplinary measure, the following ranges apply for deduction in increments of five percentage steps:

Disciplinary measure	Deduction from individual target achievement (LEAD)	Deduction from Mercedes-Benz bonus
Written warning	0% to -20% points	0% to -20%
Final warning	-20% to -50% points	-20% to -50%
Ordinary termination	-50% to -80% points	-50% to -80%
Extraordinary termination	-80% to -150% points	-80% to -100%

When determining the amount of the deduction within the range in each case, the criteria in Section 3.1 are to be applied and weighted appropriately.

Deductions under the Performance Management and LEAD process shall be applied to the evaluation period that follows pronouncement of the disciplinary measure. It applies for the entire year, even if the employee transfers jobs or the Group company during the year.

Corresponding reductions in pay are also to be imposed if disciplinary action cannot be taken because the employee is leaving or has already left the company.

#### 4.1.2 Effects on income review and phantom shares

If provided, phantom shares and income reviews are allocated in accordance with the following principles whenever disciplinary measures have been taken:

	PPSP allocation	Income review
Written warning without a deduction	Not specified	Not specified
Written warning with deduction	Allocation $\leq \emptyset$	Increase $\leq \emptyset$
Final warning	Allocation $< \emptyset$	Increase $< \emptyset$

For rule violations with a written disciplinary measure, variable compensation must be reduced accordingly where permitted by law.



Ordinary termination	N/A	N/A
Extraordinary termination	N/A	N/A

#### 4.1.3 Consequences for promotions

Promotion to the next higher level is not granted for 12 months following the disciplinary measure if the employee receives a warning with an effect on compensation. In the case of a final warning, promotion will not take place for 24 months following the disciplinary measure. Any confirmation of potential must be revoked.

#### 4.1.4 Effects on cash bonuses

Cash bonuses or other similar individual payments may not be issued to employees against whom the company has taken disciplinary measures based on this policy during the same calendar year as the disbursement or the prior calendar year. This does not apply to written warnings without an effect on compensation.

#### 4.2 Claims for recovery and damages

Any existing claims for recovery, repayment and/or damage from proven rule violations shall be enforced against the responsible employee, where legally possible.

#### 4.3 Criminal charges

Criminal charges will be filed in the case of criminal actions if required by law or in the interest of the company.

The company may refrain from filing criminal charges in the following cases in particular:

- The employee confesses and is willing to provide compensation for any damage or loss.
- It is in the interest of the company.

#### 4.4 Documentation

Where allowed by law, the company maintains a list of personnel who have left or were forced to leave the company on account of a proven violation of rules or regulations. This helps prevent these persons from being rehired by the Mercedes-Benz Group or, in the case of contractual partners of the Mercedes-Benz Group, being placed in or assuming responsible positions in which they may cooperate directly with the Mercedes-Benz Group. In maintaining this list, the company must comply with all applicable data protection requirements.





## 5 Retention Periods for Information Collected as Part of Investigations

If an investigation reveals that the reported allegation was unfounded, information about the employees collected as part of the investigation shall be deleted immediately. Documentation will not be kept in the employee's file.

If violations posing a minor risk were confirmed, the information collected on the employees will be deleted from the BPO's records after one year.

If violations posing a major risk were confirmed, the information collected on the employees will be deleted after six years.

In the case of violations posing a major risk that were not proven but for which the suspicions were not completely eliminated, records will be deleted after two years. This information can be used again only with the approval of the Corporate Data Protection Officer and, in the case of data concerning employees in Germany, upon notification of the IT officer of the employee representation council in the Mercedes-Benz Group.

Deviating periods can apply only under specific national laws.

## 6 Notification of Employees and Employee Representatives

Once a year and in the context of their responsibility, the German employee representative bodies shall receive a statistical report on cases received by the BPO and their outcomes, broken down by hierarchical level. In particular, the report shows the number of cases, affected locations, types of violations, status and results of the investigations.

Employees will be notified regularly of applicable policies and any changes thereto. Every employee is required to read the information and to stay continuously abreast of any changes and additions to the policies.

## 7 Conflicting Legal Provisions

If individual regulations of this policy are not applicable due to country-specific, mandatory regulations, the necessary changes must be coordinated with Labor Law and the Business Practices Office. Deviating provisions and supplemental information is documented by the policy owner in the further applicable regulation "*Policy Specifications*."

Depending on the findings of the investigation, collected data is deleted within clearly defined periods.

The employees are regularly informed about applicable policies.