



Compliance

How To for Reporters

SpeakUp Introduction

SpeakUp® is a service enabling you to report serious breaches that would otherwise not be reported, in complete anonymity. You can do this either via the website or by phone, without the interference of a human operator.

SpeakUp® is available **24** hours per day and **365** days a year. Therefore, you can use SpeakUp to leave a message or check for a response any time.

The service is operated by a third party, **SpeakUp**, an independent Dutch company based in Amsterdam, the Netherlands, and founded in 2004. **SpeakUp** is responsible for processing all messages.



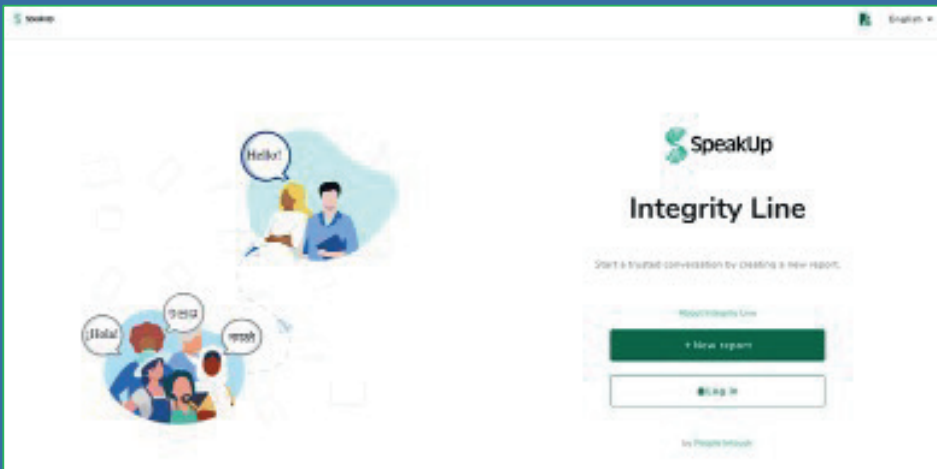
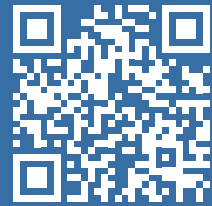
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How to leave a report

Via Web

1. Visit the **SpeakUp** webpage with the URL and/or QR code your organization has communicated (also see below).

<https://saargummi.speakup.report/SaarGummi>



2. Click on '+ New report' to start a trusted conversation. In case you already have an open report, select 'Log in'.
3. Select the language in which you want to leave your message.



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- Note down your unique 'Report number' and create a password for your report. You will need these to check back for a response later.

Your login details

Integrity Line

To keep your report safe and secure, please write down your report number and create a password.

It's important to log back in later to check for a response to your report.

Report number

8 1 0 2 3 8 3 3

Create a password

Password

To keep your report safe and secure

Create password

Send message

- Type your message. You can upload attachments via the clip icon found in the top-right corner.

New message

Language: English (For example: who, what, when, where)

Type your message here...

14/1000

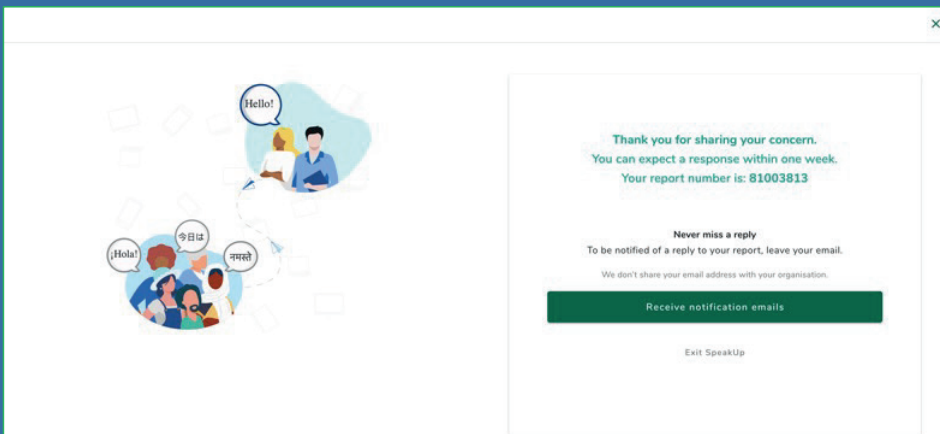
Send message



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6. Click 'Send message' and your message and attached files will be processed.
7. You have the option to leave your email if you'd like to be notified when there is a response. After adding your email, you'll be asked to type the verifying code sent to the provided email address.





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Via Phone

1. SG has communicated the SpeakUp phone number relevant to your location (also see below).
 - Brasil: +55 (11) 4700 8838
 - China: 400 120 1842
 - Czech republic: 800 050 833
 - Germany: 0800 1818 952
 - India: 0008 0005 03159
 - Luxembourg: +352 342 080 8982
 - Mexico: +52 55 4780 6198
 - Poland: 800012953
 - Russia: 8 (800) 100 69 94
 - Slovakia: 0800 113 418
 - Spain: +34 900 031 156
 - Turkey: 0080 04488 28602
 - USA: +1 (669) 288 7154
2. Dial the phone number for the country that you are located in.
3. The voice prompts will guide you through the following steps:
 - I. Enter the 'Organization code' shared by SG with you - (105941)
 - II. Select your language
 - III. You will receive a unique 'Report number'
→Write this down carefully as you will need it to be able to call back and hear



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a response to your report.

IV. Choose a 4 digit PIN code

→Remember it so that you can log back in later

V. After the tone simply speak your message

VI. Once done, press 1 or simply hang-up

VII. You can expect a response within one week.

Make sure to call back with your Report number and PIN to check for a response.