

**UŽDAROSIOS AKCINĖS BENDROVĖS „ALVAS ir KO“
GEN. DIREKTORIAUS**

PATVIRTINTA
ALVAS IR KO UAB generalinio direktoriaus
2025 m. rugsėjo 4 d. įsakymu Nr. NL - 01

POLICY FOR REPORTING MISCONDUCT IN THE COMPANY

1. The purpose of the Policy on Reporting Misconduct in the Company (hereinafter referred to as the Policy) is to encourage employees and partners to report activities or behavior that may be illegal, unfair, unethical, pose/may pose a threat to the well-being of employees of ALVAS IR KO, UAB, tangible and/or intangible assets, reputation, etc.
2. The Policy applies to all employees of the company, regardless of their position or the type of employment contract concluded, as well as to partners.

PROCEDURE FOR REPORTING MISCONDUCT IN THE COMPANY AND EXAMINING THE INFORMATION RECEIVED

1. It is the duty of ALVAS IR KO, UAB employees and partners of the company to report inappropriate behavior in the company. The following behavior could be considered inappropriate behavior in the company, but is not limited to:
 - Any discrimination against employees.
 - Violence and/or harassment.
 - Illegal misappropriation of company assets.
 - Illegal and/or negligent management of financial and other documents.
 - Damage or unnecessary waste of company assets.
 - Forced labor.
 - Illegal labor of minors.
 - Corruption.
 - Abuse of power.

- Neglect of public health and safety.
2. For all questions related to reporting misconduct in the company, employees and company partners can contact the HR Manager Vytautas Kuzmickas directly by e-mail at personalas@alvas.lt or drop a written message into the box for reporting misconduct in the company, which is located in the administrator's office on a chest of drawers with a separate label and is checked every Friday.
 3. An employee or company partner reporting misconduct in the company should provide as much detailed information as possible so that the seriousness of the situation can be properly assessed.
 4. ALVAS IR KO, UAB undertakes to ensure the confidentiality of the employee reporting misconduct (to the extent permitted by the investigation of the case in question) and to protect him from the possible desire of the person who committed misconduct to take revenge.
 5. Upon receipt of a direct or anonymous report of misconduct, a commission is formed in the company for a thorough investigation of the incident/behavior and submission of conclusions.
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