

Rules of Procedure for the Complaints Mechanism

Westlake Germany GmbH & Co. KG and its affiliated companies, including Westlake Vinnolit GmbH & Co. KG, are aware of their social and ecological responsibility and have laid down their guidelines in [Westlake's Global Code of Conduct](#). We want to meet these requirements not only within our company, but also along our supply chain. It is important to us that all applicable laws and basic environmental and human rights standards are complied with.

We behave in an appreciative and respectful manner and take violations of our standards and principles very seriously. If there are any complaints or indications in this regard, please report them to us immediately.

Who can contact the hotline?

The hotline is available to all persons, employees and third parties alike.

What complaints can you submit?

The Hotline is a confidential channel through which you can ask questions and/or report complaints about actual or potential misconduct, violations of regulations or laws, and violations of our Code of Conduct. These questions or complaints may relate to any topic in our Global Code of Conduct, such as environmental and human rights issues, handling of company property, antitrust, corruption and bribery, data privacy and information protection.

How can you reach the hotline?

You can reach our EthicsPoint hotline either via a free telephone number or via the website. The following link will provide you with the telephone number of the country from which you wish to contact us and access to the web form: [EthicsPoint Westlake Vinnolit](#)

What happens to your concern and what is the timeline?

If you report your concern by telephone, your call will be answered by a call center employee. If you report your concern via the web form, you will receive an electronic confirmation of receipt. An electronic summary of your report or inquiry will only be forwarded to the relevant members of the EthicsPoint Task Force, who will check the facts and decide on further action. Depending on the circumstances of the case, various specialist departments may be involved in the investigation, such as the Legal department, HR department, Site Security or our Health, Safety & Environment team.

The hotline also enables anonymous contact between you and the investigation team, for example to exchange additional information. It is therefore important that you regularly enquire about the processing status of your report. You can either call the hotline or, if you have chosen to use the web form, log on to the website again.

Details of the outcome of investigations, including the action taken, are confidential. We endeavor to process all concerns quickly and to provide you with feedback on the status of the investigation after 3 months at the latest. Once an investigation has been completed, you will be informed of the outcome and any remedial action taken.

If a complaint is not accepted, you will receive feedback accordingly.

Is any retaliation possible?

At Westlake Germany and Westlake Vinnolit we do not tolerate retaliation against anyone who raises a concern or participates in an investigation. Retaliations are strictly prohibited at Westlake Germany and Westlake Vinnolit and would be subject to disciplinary action, up to and including termination of employment.

EthicsPoint employees, as well as the Westlake Germany and Westlake Vinnolit internal units that handle complaints are trained to maintain the confidentiality of the information provided. In addition, EthicsPoint employees are contractually prohibited from tracing the identity of a complaint submitter. Access to information is limited to those individuals who have a compelling need to know in order to process a case. We also adhere to the principle of independence. Complaint handlers are impartial, independent in their handling and obliged to secrecy.

Can you remain anonymous?

Complaints can be submitted anonymously. If you would like to follow up on the case or share further information, you can contact us again at any time, also in this case anonymously, using the case number (report key).

Effectiveness review

We review the effectiveness of the complaints procedure case-related and the remedial measures taken at least once a year.

Responsibility

The internal responsibility for the hotline for Westlake Germany and Westlake Vinnolit lies with the Compliance department.

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