

Rules of Procedure of the TOM TAILOR GROUP according to Section 8 para. 2 of the Act on Corporate Due Diligence Obligations in Supply Chains (“LkSG”)

I. Establishment and purpose of the complaints procedure

Within the Tom Tailor Group (“Tom Tailor”), we uphold our commitment to social responsibility through our dedication to sustainable and conscientious corporate practices. Within our operational framework, we prioritize human rights preservation and environmental protection. This steadfast commitment encompasses the assurance of equitable, safe, and healthy working conditions across our global supply chain. To promote these goals, Tom Tailor has implemented a robust complaints mechanism aligned with Section 8 LKSG standards. This procedural framework allows individuals to raise concerns regarding potential human rights violations and environmental hazards that may emerge within the Tom Tailor’s sphere of operation or through direct or indirect supplier engagement.

II. Responsibility and accessibility

The complaints procedure is handled by our trusted lawyer (ombudsman), who can be contacted free of charge as follows:

Dr Carsten Thiel von Herff, LL.M.

Loebellstraße 4

D - 33602 Bielefeld

Tel: +49 521 557 333 0 / Mobile: +49 151 58230321

E-Mail: ombudsmann@thielvonherff.de

Reporting platform: www.report-tvh.com

Homepage: www.thielvonherff.de

The ombudsman acts as a self-employed and independent lawyer. He is impartial and is not subject to any instructions from the Tom Tailor regarding the handling of incoming complaints. Dr. Thiel von Herff is bound to secrecy. If requested, he will maintain the confidentiality of the identity of an informant.

In order to make the complaints procedure widely accessible, Tom Tailor also informs employees in its suppliers’ factories of the opportunity to provide Tom Tailor with (anonymous) feedback on local working conditions. In order to reduce potential access barriers, the employees are informed on the possibility to provide feedback via large posters in English and the respective local language hung in the factories. Tom Tailor has also set up a separate e-mail address

for each production country as a receiving address. For all complaints received via these channels, the principles of action set out in these Rules of Procedure apply.

III. Complaints procedure

The trusted lawyer receives the complaint and, if necessary, discusses the facts of the case with the informant. In any case, the informant will receive an acknowledgement of receipt.

The trusted lawyer reviews whether a breach of duty within the meaning of the LkSG or a violation of other laws or internal rules may have occurred. If there are sufficient indications, he will forward the facts submitted to him to Tom Tailor for investigation in an appropriate manner. In order not to jeopardise his neutrality, the lawyer of trust shall not conduct an investigation himself.

Tom Tailor will follow up the reported information in accordance with the law and internal rules and taking into account the interests of all parties involved. The investigation will be conducted swiftly and without major interruptions.

Persons affected by an investigation must be treated fairly and respectfully. The presumption of innocence applies to all parties involved. The right to be heard must be granted. For this reason, the persons affected by a report are informed as soon as possible about the report received and are made aware of their rights to information and rectification. However, if there is a serious risk that notification would jeopardise the investigation of the reported information, notification may be postponed until after the investigation has been completed or until the risk has ceased to exist.

The legal assessment of the facts under investigation and the determination of suitable measures to eliminate and prevent improper business practices are carried out by Tom Tailor. Tom Tailor may consult the lawyer of trust for this purpose. Measures may include, for example, appropriate civil action or the involvement of an authority. Even if no violations are found in a specific case, suggestions for changes to work and business processes as well as changes to organisational and conduct regulations may be appropriate.

The informant can obtain information on the status of the case from the trusted lawyer at any time. They will receive feedback on the follow-up measures to the report three months after receipt of the report. The trusted lawyer will inform the informant of the outcome no later than after the investigation has been completed, to the extent permitted by law.

IV. Protection of the informant

The informant is generally protected from discriminatory or disciplinary measures. Any act of retaliation directed against them will not be tolerated. In the event of indications of retaliatory measures against informants, the trusted lawyer must be consulted immediately.

If the trusted lawyer has assured an informant of confidentiality, he will not disclose his name and identity to Tom Tailor or third parties without his consent. If the lawyer of trust is questioned as a witness in criminal, civil or other proceedings, he will only disclose the name and identity of the informant if he is authorised to do so in writing by both the informant and Tom Tailor.

The informant's desire to protect his or her identity is countered by Tom Tailor's interest to be able to fully investigate the reported information through full disclosure of all relevant facts. Thus, deliberate abuse of the opportunity to submit complaints and reports will not be tolerated. The trusted lawyer should point out to the informant during the first correspondence that in the event of deliberate misuse of the complaints procedure, their identity may be disclosed to Tom Tailor.

V. Data protection

Compliance with the statutory retention obligations and data protection regulations is ensured by the lawyer of trust. The personal data collected is limited to details of the identity, function and contact information of the reporting and affected persons and to the other personal data absolutely necessary for processing the matter. In addition, only reported facts, processing details, follow-up of the report and test reports are stored.

The retention period for personal data recorded as part of reports and investigations is two months after the investigations have been completed. This period is extended accordingly if disciplinary or court proceedings and other disputes for which the data must be used follow the conclusion of the investigation.

VI. Effectiveness of the complaints procedure

Tom Tailor reviews the effectiveness of the complaints procedure once a year and on an ad-hoc basis, for example if Tom Tailor has to expect a significantly changed or significantly expanded risk situation in its own business area or at its direct supplier, for example due to the introduction of new products, projects or a new business area.