

Complaints procedure in accordance with Section 8 of the German Act on Corporate Due Diligence Obligations in Supply Chains (LkSG)

In accordance with Sec. 8 para. 1 sentence 1 of the German Act on Corporate Due Diligence Obligations in Supply Chains (*Lieferkettensorgfaltspflichtengesetz, LkSG*), Flughafen Berlin Brandenburg GmbH and its affiliates (“FBB Group”) in accordance with Secs. 15 et seqq. Of the German Stock Corporation Act (*Aktiengesetz, AktG*) are obliged to set up an appropriate internal complaints procedure. It aims to enable persons to report human rights and environmental risks as well as violations of human rights or environmental obligations arising from the economic activities of the FBB Group in its own area of business or that of one of its direct suppliers. For this purpose, the FBB Group provides a reporting channel as part of its general electronic whistleblowing system. The reporting channel can be accessed via the following [link](#). Furthermore, information can be submitted directly to the legal and compliance organisational unit by email (lieferkettencompliance@berlin-airport.de). The FBB Group’s **ombudsperson’s office** is also available as contact for whistleblowers.

Whistleblowers will not be disadvantaged in any way by the FBB Group companies, its employees or executive bodies. The whistleblower’s identity must be kept absolutely confidential as part of the complaints procedure. The whistleblower’s identity may not be disclosed to any persons other than the employees who deal with the complaints procedure in accordance with Sec. 8 LkSG (“complaints officers”) without their express consent. If it is absolutely necessary to pass on the information, it will be done in accordance with applicable legal requirements, in particular data protection regulations.

Complaints officers are independent within the framework of this activity, bound to secrecy and not bound by instructions. They discuss the facts of the case with the whistleblower, receive information and document it in compliance with the confidentiality requirement. If a corresponding communication channel has been opened with the whistleblower, receipt of the notification will be confirmed within 72 hours, at the latest within seven days.

The information is checked for plausibility upon receipt and a decision is made as to what measures are required. Complaints officers investigate the facts in the event that there is actual evidence of human rights or environmental risks or violations of human rights or environmental obligations. They take any necessary action and document the process and the result appropriately. Evidence of violations at direct suppliers are investigated together with them. Each

investigation concludes with a written, strictly confidential final report. Complaints officers only disclose the final report or parts of it to third parties if this is necessary and legally permissible. The whistleblower will receive feedback within three months of confirmation of receipt and after the procedure is complete provided that a corresponding communication channel has been opened. In exceptional cases, feedback will not be given if this would jeopardise the investigation or the rights of the persons affected by the report or named in it.

The documentation will be kept for two years after the procedure has been completed and then deleted and, if necessary, destroyed.