

**Recommended Format for Calls to the HOTLINE:**

- specify the date and time of the violation / event and briefly describe it (specific material facts and circumstances, possible reasons, etc.);
- specify the division of the Company in question, as well as a person or persons who, in your opinion, are involved in the violation;
- specify possible consequences of the violation / event and/or damage to the Company that you are aware of;
- specify whether you reported any information about the violation to someone else in the Company or to any third parties;
- if you wish (for feedback), please provide your personal data: contact phone number, position, name and/or other information for communication.

Messages on the HOTLINE shall accepted from any person, including anonymous ones.

However, those who apply anonymously should be aware of the difficulty of subsequent consideration difficulties of such appeals, since there is no possibility of clarifying the information received and further interaction with them.

An anonymous message should state clearly and in detail all the known information about the violation, since the consideration of the message is hindered or virtually is impossible without information on specific dates, place, facts and references to documents.