

INTERNAL REPORT FORM

General information	
Who/what the Report concerns:	
Date:	
Place:	
Contact details of the Reporting Person	
Type of Report:	<input type="checkbox"/> Anonymous
First and last name:	
Phone number:	
Contact address:	
Details	
Date of the Breach:	
Date of learning about the Breach:	
Place of the Breach:	
Has the Breach been reported?	
To whom?	
Description of the Breach	

Witnesses	
First and last name:	
First and last name:	
First and last name:	
Description of evidence	
Nature of the Breach	
Representations	
I represent that I am aware of the potential consequences of filing a false Breach Report.	
I represent that I am filing this Report in good faith.	

Appendices	
1.	
2.	
3.	
4.	

INSTRUCTIONS

If, in the course of the Investigation, it is determined that the Reporting Person consciously provided false information or concealed the truth in the Breach Report, the Reporting Person who is an Employee may suffer disciplinary liability in accordance with the Polish Labor Code. This may also be classified as a gross violation of fundamental employee duties and, as such, result in termination of the employment contract without observing the notice period, a fine, community work, or imprisonment of up to two years.

In the case of a Reporting Person who provides services or goods to Andea under a civil law agreement, determining that a false Breach Report has been filed may result in termination of the agreement and definite termination of cooperation between the parties, a fine, community work, or imprisonment of up to two years.

Irrespective of the consequences specified above, a Reporting Person who knowingly files a false Breach Report may be held liable for damages if a loss occurs in connection with the false Report.

Signature of the Reporting Person