#### **ANNEX 12.3.**

# WHISTLEBLOWER RULES OF ASTARTA HOLDING N.V. (the "Company")

These whistleblower rules (these "Whistleblower Rules") shall ensure that Employees have the opportunity, without jeopardizing their employment position, to report alleged irregularities of a general, operational and financial nature within the Company and/or to report alleged irregularities that relate to the performance of the members of the Management. These Whistleblower Rules were adopted on 29 June 2007, effective as of 29 June 2007 and were amended on 25 May 2018 with effect as of 25 May 2018.

### **Article 1 Definitions**

- 1.1 In these Whistleblower Rules the following terms shall have the following meanings:
  - Employee(s): (a) person(s), working for the Company and its group companies;
  - Manager: the person directly managing the employee(s);
  - Responsible Manager: a manager designated by the Executive Director(s) to deal
    with Suspected Irregularity at the respective organizational unit(s) of the
    Company;
  - Confidential Adviser: the person designated by the Board of Directors to act in that capacity for the Company and its group companies;
  - Suspected Irregularity: a suspicion based on irregularities of general, operational and financial nature in connection with:
    - a. an (actual or imminent) criminal offence;
    - b. an (actual or imminent) violation of laws and regulations;
    - c. an (actual or imminent) intentional provision of incorrect information to public bodies;
    - d. violation of rules of conduct applicable within the Company;
    - e. an (actual or imminent) intentional suppression, destruction or manipulation of information regarding those facts.
- 1.2 These Whistleblower Rules shall be published on the Company's website: www. astartakiev.com.

#### **Article 2 General reporting procedure**

2.1 Employees shall report Suspected Irregularities internally to their Manager or, if they consider reporting to the Manager inappropriate, to the Responsible Manager or if they consider reporting to the Responsible Manager inappropriate, to the Confidential Adviser. They may also report to the chairman of the Board of Directors of the Company in addition to the Manager or to the Responsible Manager. Employees may in all cases report Suspected Irregularities directly to the chairman of the Board of Directors of the Company, without reporting these to their Manager, a Responsible Manager or the Confidential Adviser. If the Suspected Irregularity involves the chairman of the Board of Directors, the Employee may report this directly to the vice-chairman of the Board of Directors of the Company or to any Non-Executive Director of the Company.

- 2.2 The Manager, the Responsible Manager or Confidential Adviser or chairman of the Board of Directors of the Company shall on request make a written record of the report and of the date of its receipt and shall have the Employee concerned sign the record for approval. The Employee shall receive a copy of the record. The Manager or the Responsible Manager receiving a report of a Suspected Irregularity, or the Confidential Adviser, shall procure that the chairman of the Board of Directors shall be informed immediately of the Suspected Irregularity and of the date on which it was reported, and he/she shall procure that the chairman of the Board of Directors receives a copy of the record, unless the Suspected Irregularity concerns the chairman, in which case the other Non-Executive Director(s) of the Board of Directors shall be informed to process the record as described hereunder.
- 2.3 The chairman of the Board of Directors, or the other Non-Executive Director(s) of the Board of Directors, respectively, shall send a confirmation of receipt to the Employee who reported the Suspected Irregularity. The confirmation shall refer to the original report. This shall also apply where the Employee has reported his/her suspicions to the Confidential Adviser, or directly to the chairman of the Board of Directors or any other Non-Executive Director(s), rather than his/her Manager or Responsible Manager.
- After the Employee's report, the chairman of the Board of Directors or the other Non-Executive Director(s) of the Board of Directors, as the case may be, shall report to the Board of Directors and the Board of Directors shall start an investigation into the Suspected Irregularity. If the Suspected Irregularity concerns one or more members of the Board of Directors, the chairman of the Board of Directors or other NonExecutive Director(s) of the Board of Directors, as the case may be, who are not themselves involved in the Suspected Irregularity shall start an investigation into this Suspected Irregularity. Where all directors are involved in a Suspected Irregularity, the Board of Directors may refer the investigation of the Suspected Irregularity to an independent law firm or other qualified external advisor. All of the expenses of such investigation by an external advisor shall be borne by the Company.
- 2.5 The Employee who has reported the Suspected Irregularity and the person to whom he/she has reported shall keep such report confidential. No information shall be provided to third parties in or outside the Company and its group companies without the consent of the chairman of the Board of Directors or the other Non-Executive Director(s) of the Board of Directors, who are in each case not involved in the Suspected Irregularity.

## **Article 3 Duration of general reporting procedure**

- 3.1 Within four weeks from his/her internal report, the Employee shall be informed in writing, by or on behalf of the chairman of the Board of Directors, of the position of the Board of Directors with regard to the Suspected Irregularity and the action taken as a consequence of the Employee's report.
- 3.2 If no position can be given within four weeks, the Employee shall be notified thereof by or on behalf of the chairman of the Board of Directors and be given an indication as to when he/she will be informed of the position of the Board of Directors.
- 3.3 If the situation requires an immediate reaction or the Employee finds the additional period referred to in article 3.2 too long, he/she may object against duration of periods referred to in article 3.1 or 3.2 to the chairman of the Board of Directors. The chairman of the Board of Directors may shorten the period or submit the Employee's request to the Board of Directors for its decision.
- 3.4 Where the chairman of the Board of Directors is involved in a Suspected Irregularity, the functions described in this Article 3 shall be fulfilled by the vice-chairman of the Board of

Directors, or by other Non-Executive Directors, in each case not involved in the Suspected Irregularity.

## **Article 4 Legal protection and counsel**

- 4.1 The position of the Employee who has reported a Suspected Irregularity in accordance with these Wistleblower Rules shall not be affected in any way as a result of the report.
- 4.2 The Employee involved can ask for advice in confidence with legal counsel, however, any costs in this respect, incurred by the Employee shall not be borne by the Company and shall be for the Employees own account.

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