

# rotork®

Keeping the World Flowing  
for Future Generations

## Speak Up Policy



## Contents

Policy information .....	3
Policy name .....	3
Purpose .....	3
Objectives .....	3
Audience .....	3
Confidentiality status.....	3
Local deviation from policy permitted without further approval required? .....	3
Introduction .....	4
What is Speak Up? .....	4
How to raise a Speak Up concern .....	4
What if I am unsure if it is a Speak Up matter?.....	5
Can I make an anonymous report? .....	5
What happens after I make a Speak Up report?.....	5
What will be the effect on me of making a Speak Up report?.....	5
Seek Advice .....	5
Attend Training.....	6
Key Take Away.....	6
Appendix 1 .....	7

## Policy information

### Policy name

Speak Up Policy.

### Purpose

Provide general guidance and information on Speaking Up.

### Objectives

- To define what is a Speak Up matter.
- To explain how to raise a Speak Up concern and where to get advice.
- To explain what will happen after a Speak Up issue is raised.

### Audience

All individuals working for Rotork including employees, officers, directors, consultants, contractors and casual and agency staff.

### Confidentiality status

Public.

### Local deviation from policy permitted without further approval required?

Where local laws, regulations or rules impose a higher standard, that higher standard must be followed.

## Introduction

As a Trusted Partner, Rotork is committed to conducting our business with honesty, integrity and fairness and expects all people to maintain these high standards. We believe we are Stronger Together and it is essential to maintain a culture of openness and accountability.

## What is Speak Up?

Speak Up is reporting or raising any serious concerns that you have about products or services Rotork offers, or the conduct of employees, officers or any others acting on Rotork's behalf that:

- are not in keeping with our Code of Conduct and policies;
- make you feel uncomfortable in terms of known standards;
- fall below established standards of practice; or
- are improper behaviour.

Some companies refer to this as 'whistle-blowing'. These might include:

- conduct which is an offence or a breach of the law (whether this relates to a criminal offence, or a failure to comply with any other legal obligation)
- health and safety of the public and/or other employees
- unauthorised use of Company funds or other assets
- possible fraud and corruption
- racial, sexual, disability or other discrimination
- damage to the environment
- other unethical conduct.

## How to raise a Speak Up concern

We hope that in many cases you will be able to raise any Speak Up concerns with your manager. You may tell them in person, or in writing. However, if you would prefer not to raise the issue with your manager or you feel that your manager has not addressed your concern adequately, you can raise your concern with a more senior manager, or you can contact any of:

- HR team
- Legal team
- Head of Ethics and Compliance
- Chief Human Resources Officer
- Group General Counsel and Company Secretary

Rotork also has an external Speak Up Helpline, which allows you to report your concerns in your preferred language in a secure manner. You can get in touch, anonymously if you wish, from anywhere in the world using:

- The online portal, accessible here: <http://www.safecall.co.uk/report> or by scanning the QR Code:



- By telephone (available 24 hours) (please see Appendix 1)

## What if I am unsure if it is a Speak Up matter?

If you are uncertain whether something is within the scope of this policy, you should seek advice from a member of the Ethics and Compliance or the Legal team, or your local HR representative.

## Can I make an anonymous report?

We would encourage you to let us know who you are. That allows us to come back to you if we need more information. However we recognise that individuals may sometimes have legitimate concerns about telling us who they are and so, if you wish to make an anonymous report you may do so and we would prefer that you made a Speak Up report anonymously than not make one at all. When you make a Speak Up report, we will discuss with you what appropriate measures can be taken to preserve confidentiality.

## What happens after I make a Speak Up report?

Once you have raised a concern, an initial assessment will be carried out to determine the scope of any investigation. In some cases we may appoint an investigator or team of investigators including people with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

While we will try our best to keep you informed of Rotork's response to the Speak Up report, sometimes the need for confidentiality may prevent us providing specific details of the investigation or action taken as a result.

## What will be the effect on me of making a Speak Up report?

Genuine Speak Up reports (made without malice and without a view to personal gain or to cause disruption and damage to Rotork) will not result in any detrimental treatment to the person raising the concern, even if it is a mistake. Detrimental treatment includes demotion, dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern.

If you believe that you have been treated differently because your colleagues know you have raised a concern, you should inform the Group General Counsel & Company Secretary, Chief Human Resources Officer or Head of Ethics & Compliance immediately.

## Seek Advice

If you are an employee, and if you are unsure of anything in this Policy and/or what you are permitted to do or not do, you should seek advice and guidance from your manager, a member of the Ethics & Compliance team or the Legal team, or your local HR representative.

### Attend Training

You must attend all courses regarding the subject matter of this Policy which Rotork asks you to attend. These include face-to-face and e-learning courses.

### Key Take Away

Rotork encourages an open culture in which individuals feel able to report serious concerns they have.

## Appendix 1

Country	Number
Australia	1 800 312928
Bahrain	8000 4264
Brazil	0800 892 1750
Canada	1 877 599 8073
Czech Republic	00 800 72332255
Chile	800 200 734
China	4008 833 405
France	00 800 72332255
Germany	00 800 72332255
Hong Kong	3077 5524
India	000 800 4401 256
Indonesia	001 803 440 884
Indonesia (PT Telekom)	007 803 440 884 (PT Telekom)
Israel	012 800 72332255 (Golden Lines)
Israel	013 800 72332255 (Barak)
Israel	014 800 72332255 (Bezeq)
Italy	00 800 72332255
Japan	0120 921 067
Korea, South	001 800 72332255 (Korea Telecom)
Korea, South	002 800 72332255 (Dacom)
Malaysia	1800 220 054
Mexico	800 1231758
Netherlands	00 800 72332255
New Zealand	00 800 72332255
Norway	00 800 72332255

---

Poland	00 800 72332255
Portugal	00 800 72332255
Russia	810 800 72332255
Saudi Arabia	800 844 2067
Singapore	800 448 1773
South Africa	0 800 990 243
Spain (inc. Canary Is.)	00 800 72332255
Sweden	0850 252 122
Switzerland	00 800 72332255
Thailand	001 800 72332255
Turkey	00 800 4488 20729
UAE	8000 441 3376
UK	0800 9151571
USA	1 866 901 3295
Venezuela	0800 100 8696



# rotork®

Keeping the World Flowing  
for Future Generations



[www.rotork.com](http://www.rotork.com)

A full listing of our worldwide sales and  
service network is available on our website.

Rotork plc  
Brassmill Lane, Bath, UK

*tel* +44 (0)1225 733200

*email* [mail@rotork.com](mailto:mail@rotork.com)

PUB082-078-00  
Issue: 08/24