

## Contact point for notifications

We provide communication channels for **reporting**, among other things:

- illegal content;
- breaches of the law (e.g. for whistleblowers\*);
- complaints / appeals against our decisions.

In addition, we inform you that the following notification channels are **the single points of contact** required by Regulation (EU) 2022/2065 of the European Parliament and of the Council of 19 October 2022 on the digital single market for services and amending Directive 2000/31/EC (**Digital Services Act**):

- single point of contact for Member States and national authorities,
- single point of contact for recipients of the ClickMeeting Service.

For all matters we accept communications in **Polish** and **English**.

**Notifications** can be sent to:

- by e-mail [notify@clickmeeting.com](mailto:notify@clickmeeting.com) or
- by filling out the on-line form in Polish available [HERE](#) or in English available [HERE](#).

### **Information on the internal reporting procedure for whistleblowers of ClickMeeting Sp. z o. o.**

ClickMeeting has an internal reporting procedure in place under the [Whistleblower Protection Act of June 14, 2024](#).

1. In ClickMeeting:
  - a. the Monitoring Team is responsible for receiving reports,
  - b. Response Team is responsible to follow up on the reports.
2. Both entities are impartial and are obliged to maintain confidentiality and take the actions assigned to them with due diligence.
3. Internal reporting can only be made in writing (contact address):
  - a. by filling out the on-line form available in Polish [HERE](#) or in English [HERE](#);
  - b. by e-mail: [notify@clickmeeting.com](mailto:notify@clickmeeting.com).
4. Internal reporting:
  - a. they must be work-related – it should be understood as past, present or future performance of work, when the information about the violation of the law was obtained and there is a possibility of experiencing retaliation;
  - b. may relate to information obtained:



- i. before establishing a legal relationship which is the basis for the performance of work;
    - ii. during a legal relationship which is the basis for the performance of work;
    - iii. after its cessation;
  - c. if they are anonymous, they are not proceeded (they are left without recognition),
  - d. must contain at least:
    - i. indication of which provisions/legal issues regarding the notification of description of the violation,
    - ii. the date the violation was identified,
    - iii. name and surname of the whistleblower,
    - iv. e-mail address or other contact details,
    - v. a statement that the reporting is accurate and complete, and that you have a good faith belief that the reported issues are illegal.
5. Internal reports can be made by individuals, including:
  - a. employees (employment relationship),
  - b. persons performing work on a basis other than an employment relationship, including civil law contracts,
  - c. persons performing work under the supervision and management of a contractor, subcontractor or supplier, including a civil law contract,
  - d. trainees,
  - e. apprentices,
  - f. job applicants.
6. ClickMeeting confirms the receipt of the report within 7 days from the date of its receipt, provided that the whistleblower provides a contact address.
7. ClickMeeting provides feedback to the whistleblower within 3 months from the date of receipt of the report, provided that the whistleblower provides a contact address.
8. The whistleblower may submit:
  - a. internal report, i.e. as part of the internal procedure of ClickMeeting and
  - b. external report to the Ombudsman, public authorities and, where appropriate, to the European Union institutions, bodies, offices or agencies.
9. The whistleblower may submit an external report to public authorities. Public authorities are for example:
  - a. the central authority – the Ombudsman (also in the case where the whistleblower cannot determine the public authority competent to receive the report),
  - b. authority in the field of competition and consumer protection rules - the President of the Office of Competition and Consumer Protection,
  - c. public authorities - bodies receiving external reports on breaches in the areas falling within the scope of their activities,
  - d. Police - for crime reports.
10. External reporting:
  - a. may be anonymous or enabling identification of the reporting person,
  - b. can be made orally or in paper or electronic form,
  - c. and the information regarding them will be described in detail in the regulations of a certain authority.