



Internal Investigation Procedure

Purpose:

SlavkaSk, as an international organization, prioritizes the enforcement of its internal regulations and the objective, prompt, and transparent handling of any rule violations. This policy defines the process, rights, and responsibilities related to internal investigations.

1. Grounds and Types of Investigations

An internal investigation may be initiated in the following cases:

- Accidents, violations, or incidents occur
- Suspected data, asset, or environmental misconduct
- Reports or complaints are received from employees, partners, or authorities
- Irregularities are found during routine audits

Types of investigations include:

- Routine internal audits (pre-scheduled)
- Ad-hoc investigations (based on complaints or reports)
- Extraordinary investigations (in case of serious events)

2. Investigation Committee

Each investigation must be conducted by an independent committee of at least two members.

- Members are appointed by the central board, ensuring no local conflicts of interest.
- The committee is authorized to:
 - Interview involved individuals
 - Request documents and camera footage
 - Conduct on-site inspections

3. Investigation Phases

- **Initiation:** Investigation is formally ordered in writing by the headquarters.
- **Inquiry:** The committee collects data and conducts interviews.
- **Analysis:** Evaluation of gathered information.
- **Reporting:** A written report with findings and recommended actions.
- **Decision:** Headquarters approves the report and initiates actions.
- **Feedback:** Written notification is sent to affected parties with the results and consequences.

4. Confidentiality and Data Protection

- All investigations are handled confidentially.

- All participants must sign a confidentiality agreement.
- Documentation is accessible only to central management and the legal department.

5. Possible Consequences

- Verbal or written warning
- Disciplinary procedure
- Termination of employment
- Criminal complaint (in cases of serious misconduct)

6. Benefits and Objectives

- Strengthening transparency and accountability
- Ensuring global compliance with rules
- Enhancing employee sense of safety
- Preventing errors and misconduct

Regulation Issued By:

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