

## Reporting office

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In accordance with Directive [EU] 2019/1937 [Whistleblower Directive] and the German „Gesetz für einen besseren Schutz hinweisgebender Personen [Hinweisgeberschutzgesetz]“, as well as the requirements for a safety management system according EASA Part 21G and EASA Part 145, AES has set up an internal reporting office. Persons who have obtained information about violations in connection with their professional activities can report these confidentially to the internal reporting office. The reporting office can be contacted by post, telephone or e-mail.

### Postal address

-reporting office-  
AES GmbH  
Hanna-Kunath-Str. 33  
28199 Bremen

To ensure confidentiality, please do not include a sender's address on the envelope. Letters marked "reporting office" will be forwarded unopened to the reporting office staff.

### Telephone contact

Head of the internal reporting office:

Christina Wilhelm                      0421-24030-460

Deputy:

Daniela Mahnken                      0421-24030-36

### E-Mail contact:

[Reporting.office@aes-aero.com](mailto:Reporting.office@aes-aero.com)

Only incoming E-Mails. No reply emails are sent!

Attention: It cannot be technically ruled out that unauthorized access to the mailbox may occur. This method should only be used if you are aware that confidentiality cannot be 100% guaranteed for technical reasons!

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## Reports

Written reports should contain the following information:

1. date of notification.
2. name of the reporting person.
3. address of the reporting person for postal contact and/or telephone number for telephone contact (no feedback via e-mail!).
4. exact description of the facts to be reported.

Note: Anonymous reports are generally possible; however, for anonymous reports, it is not possible to ask questions about the facts of the case or to provide confirmation of receipt or feedback, which makes it more difficult to process the reports. As the top priority of the reporting office is the confidentiality of the reports received, anonymous reports should be avoided wherever possible.

Telephone reports are logged as accurately as possible by the reporting office staff and the log is then presented to the reporter for checking.

Personal meetings can be arranged if required.

## Confirmation of receipt and feedback

If you have provided proper contact details, you will receive confirmation of receipt within seven days.

You will also receive written feedback (by post) within three months of the confirmation of receipt regarding the follow-up measures taken as a result of the report and the reasons for these.