COLIFT GMBH

Speak Up Policy

Anonymous channel for concerns about working conditions and misconduct. Valid from 28 October 2026.

1. Purpose

COLIFT GmbH offers an anonymous channel so that anyone can raise concerns about working conditions or misconduct without fear of disadvantage. This policy explains who can use the channel, how to use it and how concerns are handled.

2. Who can raise a concern

Anyone, inside or outside COLIFT: employees, interns and working students, freelancers and project partners, experts working with COLIFT, as well as clients, suppliers and their employees.

3. What can be reported

Any concern about conduct at or connected to COLIFT, in particular working conditions such as working hours, pay, health and safety; discrimination, harassment or bullying; violations of law, for example data protection, anti-corruption or competition law; and breaches of COLIFT policies or of our clients' codes of conduct. If you are unsure whether something qualifies, please report it anyway.

4. How to raise a concern

Use our online form at forms.cloud.microsoft/e/Vje69BkaS2 or scan the QR code. It is available around the clock, requires no login and does not record who you are. You can also raise a concern directly with the Managing Director, Michael Morthorst, or contact the external reporting office of the German Federal Office of Justice (Bundesamt für Justiz).

5. Anonymity and confidentiality

The form does not record your name, email address or user account. If you want to stay anonymous, leave out details that identify you. Leaving contact details is your choice; if you do, we use them only to reply to you, treat them confidentially and disclose them only where the law requires it.

6. Protection against retaliation

No one who raises a concern in good faith will suffer any disadvantage, such as dismissal, demotion, loss of projects or exclusion, even if the concern turns out to be unfounded. Retaliation against anyone who raises a concern is itself a serious breach of this policy and will be dealt with accordingly.

7. How concerns are handled

The Managing Director reviews every report and takes action where needed. If you left contact details, we confirm receipt within 7 days and tell you within 3 months what has been done. Reports are documented and deleted 3 years after a case is closed.

8. Data protection

Personal data in reports is processed under the GDPR and used only to handle the concern. The form runs on Microsoft 365. Further details are in our privacy notice.

Michael Morthorst, Managing Director, COLIFT GmbH, Hamburg