# **Notification form**



Carol

BOOKQUET





Bohemia Properties, a. s.: Hotel Duo / Hotel Leonardo / Hotel Carol / Hotel Rūže / Hotel OLDINN Adresa: Teplická 492, 190 00 Praha 9; ID: 62525204 VAT: CZ62525204

### Information before notification

The authorized employee for receiving notifications via the external notification system is Mrs. Denisa Santos (icare@janhotels.cz, phone: 266 133 088). Telephone conversations are not recorded. Announcements can only be recorded in the case of a personal meeting. You will be notified of the receipt of the notification within 7 days of receipt of the notification.

The notification is assessed from the point of view of its reasonableness, and if it is judged to be reasonable, it is forwarded to the relevant public authority for further investigation. The notifier will be notified of the outcome of the assessment within 30 days of receipt of the notification. The authorized employee may not provide data from the notification to a third person who is not also designated as a competent person.

Reports submitted anonymously are not covered by the Whistleblower Protection Act.

Given the circumstances and information available to him/ her at the time of the notification, the notifier should have **sufficient reasons** to believe that the facts reported or **published by him/ her are true.** It is therefore not possible to report **knowingly false facts**. Such behavior may be sanctioned.

When obtaining documents documenting the reported facts, the whistleblower **should not engage in conduct that could have the nature of a criminal offense.** 

The whistleblower should have specific reasons for believing that the illegal conduct reported by him falls under the protection of the Act on the Protection of Whistleblowers. The notification should be supplemented with credible or verifiable information about the reported illegal act. The scope and quality of the information submitted can positively influence the manner and outcome of the investigation of the notification.

# CONTACT INFORMATION: Name and surname: Email: Phone: Postal/Contact Address:

## **NOTICE TEXT: \***

The notice must be specific and understandable. It must be clear from the notification which person it is directed against and which action it relates to so that it can be properly investigated.

Protection from retaliation does not apply to a person who knowingly makes a false report. \*

#### Please send the completed form to the email below.

Please also attach all relevant evidence proving the facts stated in the notification to the e-mail attachment.

The following file types are allowed: .png, .gif, .jpg, .doc, .xls, .ppt, .pdf, txt, .wav, .mp3, .mp4, docx, .mpg, .mov, .wmv, .7zip , .rar, .xls, .xlxs . The maximum size of uploaded files is 10MB.

CONTACTS:

E-mail: <u>icare@janhotels.cz</u>
Tel.: 266 133 088 (phone calls are not recorded)