

ETHICAL CHANNEL: WORLD LEADERSHIP ALLIANCE CLUB DE MADRID

WHAT IS THE ETHICAL CHANNEL?

It is a specific reporting channel available to anyone who wishes to report, anonymously or otherwise, any behaviour contrary to law or to the principles or ethical rules of the organization.

WHEN DO I USE THE ETHICAL CHANNEL?

If you have any kind of relationship or connection with **WORLD LEADERSHIP ALLIANCE CLUB DE MADRID** and, as a result, become aware of any irregular behaviour or conduct within our organization, you can report it through the ethical channel so that the corresponding measures can be taken.

For this purpose, your report must be backed by accurate information and sufficient evidence to support the claim, in order to facilitate the subsequent process of inquiry and investigation.

HOW DO I USE THE ETHICAL CHANNEL?

At the address <https://clubmadrid.canales-eticos.com>, you can easily and conveniently report any situation, specifying the subject matter it relates to (sexual harassment, fraud, influence peddling, or any other), and providing a description of the facts.

You can also attach documentation that will serve as evidence to support the information provided, which will be of great use to the person conducting the procedure.

Once you have filed a complaint, you will be provided with a code so that you can track the status of the procedure through the platform itself.

The ethical channel itself will act as a communication channel through an internal and absolutely confidential chat between the informant and the person conducting the procedure.

HOW WILL THE PROCEDURE UNFOLD ONCE THE COMPLAINT OR REPORT HAS BEEN FILED?

After filing the complaint or the report through the ethical channel, the person conducting the procedure will confirm to you within a maximum of seven (7) days that your complaint has been received and that within a maximum of three (3) months the procedure will be resolved. If the complaint concerns moral, sexual or gender-based harassment at work, the procedure will be processed as a matter of urgency and will be resolved as quickly as possible.

Non-retaliation is guaranteed to any person who files a report through the ethical channel, and any reprisal against them is prohibited.

Please keep in mind that the existence of this ethical channel does not prevent you from resorting to the external channels established by the competent bodies or authorities to report any act that may be considered a crime.