



Speak-Up Policy

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1. Purpose

At Affimed, we are committed to the highest levels of ethics and integrity in how we do business. We understand that this is crucial to our continued success and reputation.

Violations of laws, regulations and policies can cause massive financial losses, involving the risk of fines, damage our reputation, result in permits not being granted and cause us to be excluded from local markets.

For these reasons, violations must be detected in a timely manner. By investigating concrete indications of wrongdoing, we can protect Affimed and its employees and further develop our Compliance Management System to avoid similar issues in the future.

If anyone notices violations of rules, regulations or policies or has reason to suspect that a violation of a rule, regulation or policy has been committed, do not hesitate to address it.

This Speak up Policy (hereinafter also this “Policy”) is an important element in detecting and preventing corrupt, illegal, or other undesirable conduct. This Policy sets out how to report possible misconduct, outlines how Affimed will respond, and provides a structure for investigations and sanctions.

2. Scope

This Policy applies to all Affimed employees and members of the management board in every affiliated Affimed company (hereinafter, collectively “Employees”) except of AbCheck s.r.o., members of the supervisory board, as well as to our business partners or other stakeholders who wish to report a concern.

3. Responsibilities

The Compliance Officer is responsible for maintaining Affimed’s reporting channels and for investigating possible misconduct.

The Compliance Committee is responsible for supporting the Compliance Officer in investigating the tip-offs to the extent described in the “Compliance Committee Charter”.

All Employees are responsible for reporting any possible misconduct they observe and to support any related investigations.

4. Definitions

Compliance Management System	A Compliance Management System is the sum of measures, structures and processes set up in an organization (e.g. in a company) to ensure conformity with rules, which may include legally binding and ethical rules.
Compliance Function	Affimed’s Compliance Function within the Legal department
Compliance Team	Affimed’s Compliance Officer and Senior Corporate Compliance Manager
Compliance Committee	The Compliance Committee is a standing cross-functional committee responsible for ensuring that Affimed conducts its operations and activities in compliance with all legal requirements and the highest level of integrity.

Compliance Committee Charter	The Compliance Committee Charter is a document, which describes the rights, duties and tasks of the Committee
Integrity Line	An anonymous electronic channel, which is open to all Employees and business partners to address concerns.
Whistleblower	Someone who discloses Reportable Conduct (as defined in Section 2.1) under this Policy. A Whistleblower can be a current or former partner, Employee, supplier of goods or services, or other third parties.

5. Process

5.1. Reportable conduct

Any significant violations of laws, regulations, policies and other external and internal rules, in particular of the standards set out in Affimed’s Code of Conduct, or in the Code of Conduct for Business Partner, shall be reported.

5.2. Reporting Channels

Reports are treated in strict confidentiality and can be made in person or anonymously.

Our Integrity Line is open to all Whistleblowers who wish to report violations of laws, rules or regulations that pose a serious threat to Affimed or its Employees.

Please address any reports to:

Susanne Spieler
 VP, General Counsel & Compliance Officer
 Phone: + 49 621 56003 0
 Mail: compliance@affimed.com

Polya Ivanova
 Senior Legal Counsel
 Phone: + 49 621 56003 0
 Mail: compliance@affimed.com

Or use our anonymous [Integrity Line](#)

Alleged violations may also be reported to proper governmental and regulatory authorities.

5.3. Identity Protection and Non-Retaliation

We strive to maintain the highest possible level of protection of the Whistleblower and his or her identity. Everyone who does not feel safe to report in person or under his or her name may use our anonymous reporting channel.

Affimed does not tolerate retaliation against any Employee who reports concerns in good faith either internally or to a governmental agency or self-regulatory organization.

5.4. Confirmation of Entry and End of the Investigation

Any Whistleblower will be provided with a response by the Compliance Function within 7 days of his or her report. We will also notify the Whistleblower once an investigation has been completed. In some cases, and for legal reasons, Affimed may be unable to disclose details or the outcome of the investigation.

5.5. Investigations

5.5.1. Responsibilities

The Compliance Function accompanies the processing of reports until the case has been closed and may involve other functions where appropriate. All Employees must fully cooperate with the Compliance Team and provide it with all requested information.

In accordance with the “Compliance Committee Charter”, the Compliance Committee might take further steps.

5.5.2. Investigation Standards

All reports of misconduct will be taken seriously and will be carefully and promptly investigated. We place value on fairness – in dealing with both Whistleblowers and Employees affected by an allegation.

While the circumstances of each report may require different investigation steps, all investigations will:

- follow a fair process applying the principle of proportionality
- be conducted as quickly and efficiently as the circumstances permit
- determine whether there is enough evidence to substantiate the allegations independent of the person(s) reporting the misconduct

The outcome of the investigation is reported to the Compliance Committee, the Management Board, and the Audit Committee and the Compensation Nomination and Corporate Governance Committee of the Supervisory Board.

Affimed will maintain a file for all reports. Affimed shall memorialize in writing all unwritten complaints and shall place the report in the relevant file.

5.6. Consequences of Violations (Sanctioning)

We examine each case individually to determine what consequences are suitable, necessary, and appropriate. We will always apply the principle of proportionality.

Where appropriate, Affimed will sanction Employees by disciplinary action up to and including termination of employment. Affimed reserves the right to press criminal charges against or claim damages from violators.