

DAWN RAID INSTRUCTIONS

Instructions to the reception and key employees in case of a surprise dawn raid by competition authorities

What happens?

- Officials will usually arrive in the morning, typically no earlier than normal opening hours.
- Officials will usually be escorted by police officers.
- Officials will request to speak to executives or other specific persons.
- Officials will present a court order or other official document stating why they carry out the dawn raid and the legal reasons for requiring access to our premises.
- Book a meeting room and ask the officials to await the arrival of the contact persons on the back of this sheet.
- If the officials insist on initiating the dawn raid you cannot refuse them access.

Instructions to the reception

- Stay calm and welcome the officials as you would welcome any other guest.
- Ask to see identification if the officials have not identified themselves. Copy identification cards, write down the names of all of the officials or ask for business cards.
- Contact the persons on the back of this sheet.

Instructions to key employees

If you are subject to an investigation in connection with a dawn raid you should observe the following:

- Stay calm and do not delete, throw out, or hide information, or in any other way try to hinder officials from carrying out their work. If you fail to comply with this Carlsberg may be subject to heavy fines.
- Never answer questions about our business except from the location of certain documents etc. without a representative from Group Legal, local legal or an external legal advisor present.
- Comply with instructions from officials and unlock your computer, smart phone, cupboards etc. if prompted to do so.

CONTACT PERSONS

ALWAYS CONTACT THE LOCAL IN-HOUSE LAWYER FIRST. IF NOT AVAILABLE CONTACT THE STAND-IN LOCAL IN-HOUSE LAWYER. ALSO CONTACT THE HEAD OF COMPETITION LAW OR THE LEGAL COMPLIANCE MANAGER.

LOCAL IN-HOUSE LAWYER

XX

MOBILE:

MAIL:

STAND-IN CONTACT FOR LOCAL IN-HOUSE LAWYER

XX

MOBILE:

MAIL:

GROUP HEAD OF COMPETITION

XX

MOBILE:

MAIL:

LEGAL COMPLIANCE MANAGER

XX

MOBILE :

MAIL: