Dear user,

With this handbook, we provide you with the path to follow to report an offense.

For further information on the use and management of "whistleblowing" reports, we invite you to delve deeper into the company procedures on the matter.

For operating modes, the video tutorial available on https://www.mygovernance.it/tutorial-effettuare-segnalazione-whistleblowing/

CHARACTERISTICS OF THE REPORTING

The report must refer to legislative or regulatory failures, including the Code of Ethics and internal procedures, or laws and regulations; therefore, reports regarding complaints, personal requests or, more generally, circumstances not relevant to the above purposes may not be taken into consideration.

The reports must be made in good faith, detailed and based on precise and consistent factual elements, also in order not to lose the effectiveness of the tool made available to you. Anyone who intentionally or grossly negligently makes reports which subsequently prove to be unfounded may be subject to disciplinary sanctions.
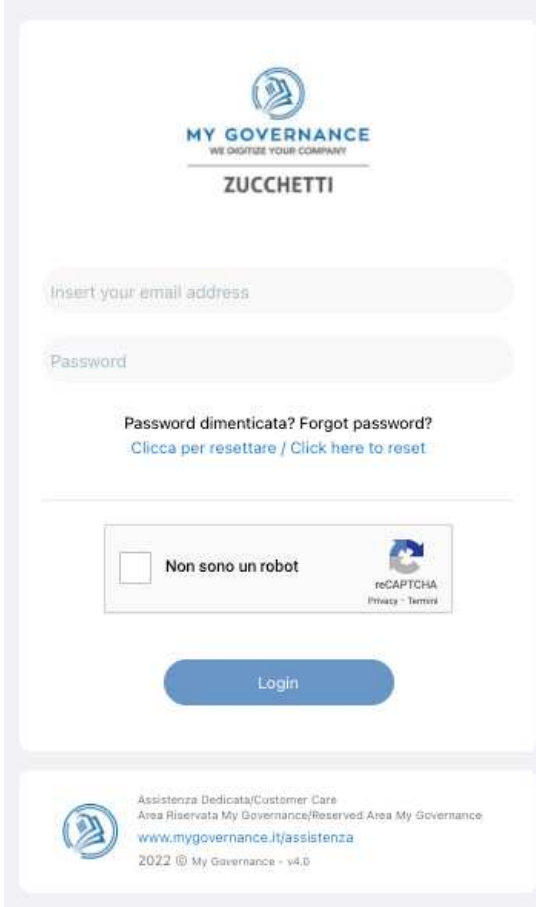
REPORT MANAGEMENT

To protect your privacy and that of the person you "reported" as much as possible, the necessary security measures have been adopted: regardless of whether you choose to make a report anonymous or not (as indicated in point 3 below), privacy is guaranteed. confidentiality of your identity of the report through secure protocols and encryption tools that allow you to protect the personal data and information provided. Your identity will not be revealed except in the cases provided for by current legislation.

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ACCESS MODE

1. once registered via the company registration page and received the email containing the Unique Credentials, access the link areariservata.mygovernance.it/ with your credentials:

2. From the side menu on the left, select the "CREATE A REPORT" option

3. At this point, it will be possible to proceed with the reporting:
   a. anonymously using the appropriate option:

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b. or, in a non-anonymous form, but in any case with the guarantees of confidentiality provided by law

Reporting data

☐ Anonymous report (*i*)

4. Once the reporting method has been established, the person reporting will proceed by filling out the form. The fields marked with the * symbol are mandatory. Some fields are open and must have a minimum number of characters.

5. As the first question, you will be asked whether the report has already been made to others or not (e.g. your direct manager in the case of an employee, top management in a company, or third parties such as a Public Authority, etc.). If not, the reason will still be requested but it will not be mandatory

Reporting to other subjects

Has the report already been communicated to other subjects?*

○ YES   ◉ NO

For what reasons the report was not addressed to other subjects?

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6. Further requests for information necessary to substantiate the report will then follow, including the description of the facts in the appropriate box.

Data and information Report Illegal conduct

◀ ① — ② — **③** — ④ — ⑤ — ⑥ ▶

Company / Organization in which the event occurred*

Place of the event*

Subject who committed the event*

Date of the event*
○ Period ○ Single event

Name

Surname

Role

Which department the violation refers to?*

☐ Administration
☐ Audit
☐ Commercial
☐ Compliance
☐ Management control
☐ General Directorate
☐ Finance
☐ Internal Control
☐ Legal
☐ IT
☐ Marketing
☐ Production
☐ Risk management
☐ Human resources
☐ Company Secretariat
☐ Other

[Previous]   [Next]

You must enter a description of the facts by entering at least 50 characters

Description of the event

Description of the event•

the description must be at least 50 characters and maximum 4000

Previous   Next

7. Therefore, the type of violation must be reported, where known

Type of committed violation

Type of violation•

☐ Organizational Model pursuant to Leg. Decree 231/2001
☐ Laws and / or regulations
☐ Business Procedures
☐ Business Regulations
☐ Other

8. The reporting party will then be able to attach documents to support their report:

Documentation

Please attach documents to substantiate your report, if any

Type of files allowed: .pdf /.jpg /.png /.doc /.docx /.xls /.xlsx/.ppt /.zip /.mp3 /.mp4

Drop file or click to upload Max 50Mb

9. Once the summary screen of the report has been reviewed, the reporter can proceed to send it

Summary
Before sending the signal we pray you to recontroll and confirm information inserts

DETAIL	Uploaded Documents	CONSENT
☐ I declare that all the information I have provided is true, to the best of my knowledge, aware of the responsibilities and the civil and penal consequences foreseen in case of false declarations and		
☐ I declare that I have read the Company's privacy policy Privacy Notice		

For any further doubts or clarifications, do not hesitate to contact your company contact or write to assistenza@mygovernance.it.

Kind regards,

MY WHISTLEBLOWING

Team