

salvagnini

**WHISTLEBLOWING
QUESTIONNAIRE**



WHISTLEBLOWING QUESTIONNAIRE



This report submission form, obtained from the portal/software, uses a step-by-step grouping of information to be entered by the reporter in order to facilitate data compilation. You can use this grouping as a guide for the presentation of your report.

STEP 1 – IDENTITY OR ANONYMITY OF THE REPORTER

If possible, provide us with your personal and contact information. However, if you prefer you can omit them by writing “I WANT TO BE ANONYMOUS” and you will be guaranteed anonymity. In either case, if you activate the “Secure Inbox” box in our Report Portal we could exchange messages and documents via an encrypted e-mail box and/or a secure chat.

STEP 2 – WHISTLEBLOWING REPORT. INFORMATION ABOUT YOUR WHISTLEBLOWING REPORT

- What was your relationship with our Company at the time of the events? (choose one of the proposed options, alternatives to each other)
- Indicates the time period in which the event occurred.
- Duration of unlawful conduct?
- Subjects involved in the facts
- Company or organization name and, if possible, contact details of the person involved
- If individual, indicate the entity or company for/with which the person involved works
- What role did the person involved play in the incident?
- Did the person involved benefit from the incident (possible answers: YES/NO/NOT KNOW) and if so what?
- In your opinion, can we contact the person involved to request additional information, without affecting the confidentiality of the report verification?
- Description of facts
- Can you provide us with useful information to verify your report?

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STEP 3 - OTHER INFORMED SUBJECTS

- Have you reported the incident to any other authority or institution or talked to any other person about it?
- You can also add any detailed information about the Authority or Institution or other person mentioned.

STEP 4 - ATTACHMENTS

Attach any documents or multimedia files that document and substantiate the reported facts. Among the documents you send us, you can include a list, if any, of all the documents you attached.

STEP 5 - ADDITIONAL INFORMATION

How did you become aware of the fact you report?

Can you indicate other individuals who can report on the fact you report? (If you indicate others who may report on the fact, if possible please specify their full names and contact details in the text field below. You can also provide us with a comment, if any).

STEP 6 - FINAL WARNINGS

With your input, we can make the organization more efficient and fair!

Within 90 days, you will find feedback in procedure on the progress and management of your report. Remember to memorize the 16-number access code to your report that will be provided to you after you click Submit. Warning. If you lose it, it will not be possible, in any way, to retrieve said code or to access the report again with another system.

