

## HAVE YOU READ THE LEGAL NOTICES ON WHISTLEBLOWING?

Well, you're ready to make a **REPORT!**

This guide will provide you with concrete instructions on how to use the dedicated platform!

### INTRODUCTION

The company has chosen a platform (Trusty) that respects the security and confidentiality requirements provided for by the legislation!



(servers located in the European Union, data encryption, GDPR compliant, subjected to regular intrusion testing activities, ISO/IEC 27001 certified environment)

### THE HOME PAGE

The platform can be reached via browser at

<https://scribapiacenza.trusty.report/>

(we recommend using a browser that guarantees anonymous browsing, for example TorBrowser)

On the home page you will find a description of the service, the button to start the report "**Make a report**", the button to consult the status of the report (after you have sent it) "**Your mailbox**", the Frequently Asked Questions (frequently asked questions), informative links on the platform.

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To start making a report, click:

[Make a report](#)

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### STEP 1: PRIVACY ACCEPTANCE

You will need to confirm that you have read the security specifications and on the data processing of the platform, then click "**Forward**"

I confirm that I have read and understood the warnings about security, confidentiality, the data processing provisions, as well as my obligations regarding anonymity, and hereby accept these conditions.

[Forward](#)

### STEP 2: COUNTRY OF REFERENCE

You'll need to indicate the state where the violation occurred that you want to report (typically Italy), then click "**Forward**"

In which country did the alleged breach occur? \*

Italy

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[Forward](#)

### STEP 3: DESCRIPTION OF THE VIOLATION

You will need to provide a detailed description of the violation, by filling in the relevant fields, then click "Next".

#### NOTE:

If you want to insert attachments, remember to check the metadata

When and where did the breach occur?

Persons suspected to be involved

Full name

Position

Organization

+

Is anyone else aware of the breach?

Full name

Position

Organization

+

Please describe the breach in your own words \*

Please note that any reported person may be notified of the report at an appropriate time by the organization.

[Attach documents](#)

If you want to upload more than one document, please select several documents by holding the Control key while clicking on the documents. Prior to their attachment, check your files for metadata that may reveal your identity. We recommend sending the documents in a pdf format or in paper to the address of the organization and writing your username which will be assigned to you upon completion of your submission.

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Forward

### STEP 4: CHOOSE WHETHER TO REMAIN ANONYMOUS OR PROVIDE YOUR IDENTITY

You will have to choose whether to remain anonymous or provide your identity by ticking the relevant check-boxes. If you decide to remain anonymous, the report is completed and you can click the "Submit" button. If you decide to provide your identity, you can check "Yes, I would like to disclose my identity", click "Forward" and enter the required data.

You may submit your report anonymously, or you may decide to disclose your identity to the organization either now or even later. In both cases you will be assigned a username and password, which you will need to access your inbox.

Disclosed ID of the reporting person usually allows for a more productive and efficient processing of the report and his/her protection against retaliation. Please refer to the organization's policies for further details on protection against retaliation and confidentiality.

Are you willing to disclose your identity? \*

No, I prefer to remain anonymous.

Yes, I would like to disclose my identity.

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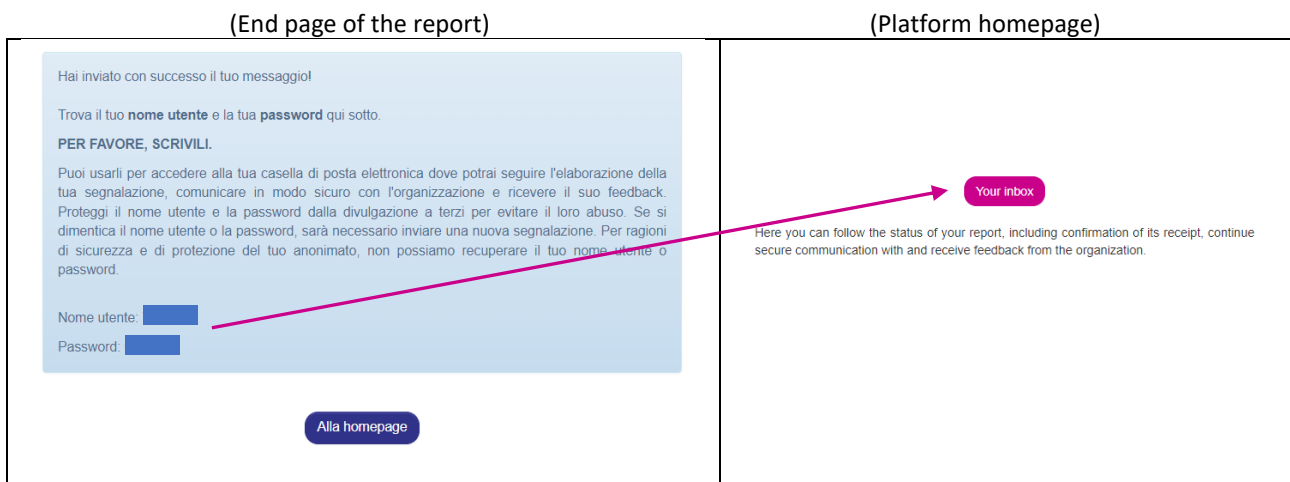
Submit

## STEP 5: REPORT CODES

At the end of the report, the platform will assign you a username and password, with which you will be able to access the control panel (called "Your inbox") of your report.

Through "Your Inbox" you can:  
follow the evolution of the report and the feedback provided by the Data Controller;  
Provide any additional items that you find useful.

To access the dashboard of your report, you will need to click on "Your mailbox" on the home page of the platform and enter the codes.



### FINAL NOTES (summary of the contents of the legal notes and privacy policy):

We remind you that the REPORTING OF AN UNLAWFUL EPISODE is an act of **manifestation of civic sense**, through which you can contribute to the emergence and prevention of risks and situations prejudicial to the collective public interest and to the company.

Your identity will therefore be **protected** in all contexts and any form of retaliation or discriminatory measures, **direct or indirect, affecting working conditions for reasons related to the report** is not allowed or tolerated against you.

However, we remind you that, in the event of a slanderous or defamatory report, you may be liable for **criminal and disciplinary proceedings**. Reports that are manifestly opportunistic and/or made for the sole purpose of harming the complainant or other subjects and any other hypothesis of improper use or intentional instrumentalization of the service are not permitted. No reports may be made concerning grievances/complaints of a personal nature.

Stick to the facts, reporting only **ILLICIT INCIDENTS** of which you have reasonable **certainty of veracity!** Try to be precise and detailed in your description while avoiding entering irrelevant data.