

 itema LAMIFLEX SCHUCH itemalab	COMPLIANCE MANUAL	PC – 04 Version 1 February 2024
	ITEMA GROUP POLICY	

PC – 04

Annex 1 – Using the Whistleblowing platform - Instructions for whistleblower

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1 Entering a report

The institutional website of the Parent Company Itema SpA contains a section dedicated to handling reports of offences.

Within this section there is a direct link to the platform adopted by the Italian Itema Group Member Companies (also accessible through the link <https://itemagroup.whistleblowing.keisdata.it>).

The Whistleblower can enter his/her report by clicking on the appropriate “button” and following the instructions of the platform.

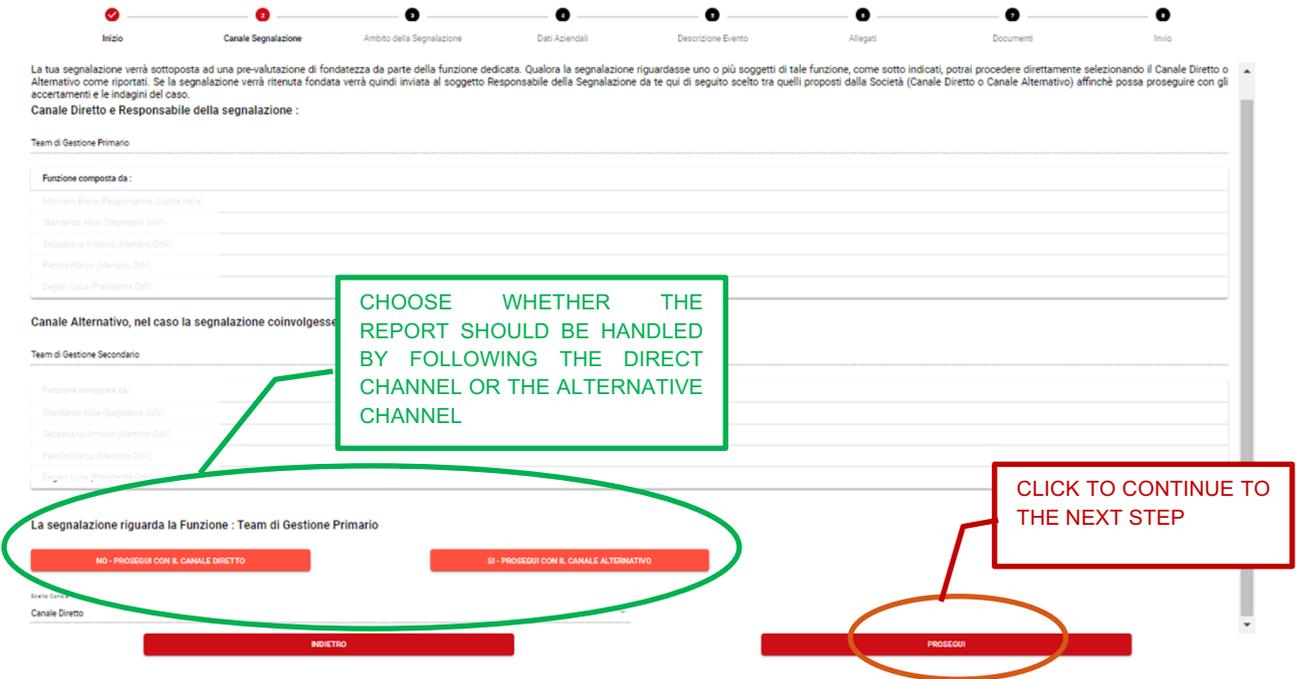
The insertion of a new report consists of 8 steps and most of them do not require entering information.



Important: once a report has been entered, the Whistleblower must periodically check for updates on the report itself as this reporting channel does not provide for any email to be sent to the Whistleblower.

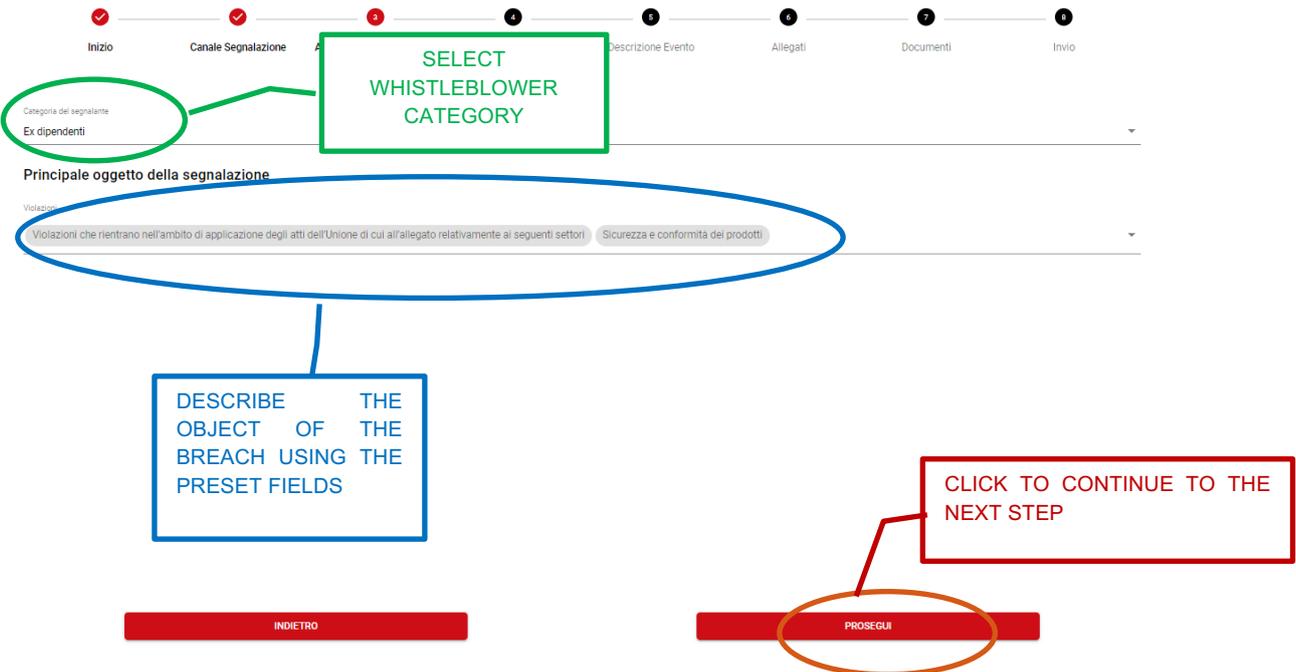
1.1 Step 1. (mandatory information)

The Company subject-matter of a report entry is selected in this step.



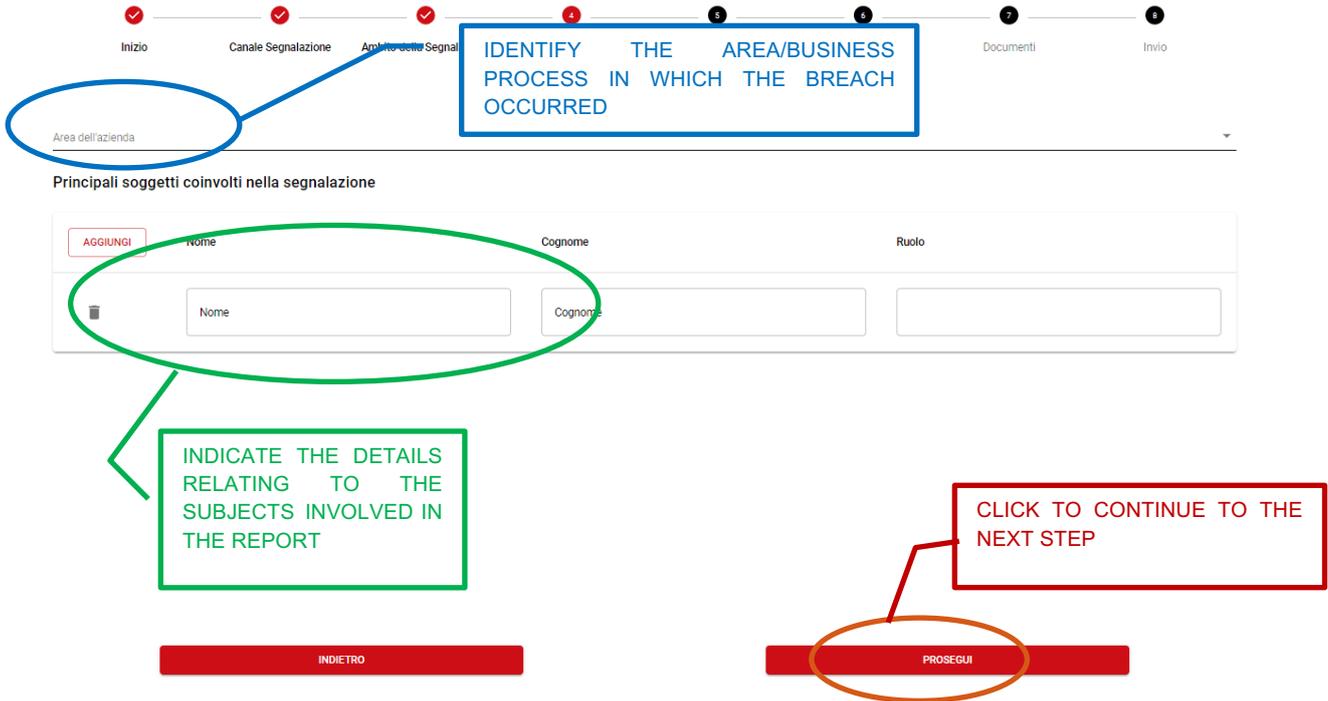
1.3 Step 3 (mandatory information)

Selection of the category to which the Whistleblower belongs and choice, at the discretion of the Whistleblower, of one or more breaches in which the Company is incurring



1.4 Step 4 (non-mandatory but recommended information)

The Whistleblower may indicate the Processes involved in the report and the names of the subjects involved; these may in any case be included in step 5, the focus of the report, in the vacant text provided or in the audio message.



The screenshot shows a multi-step reporting process. Step 4 is highlighted with a blue box and the instruction: "IDENTIFY THE AREA/BUSINESS PROCESS IN WHICH THE BREACH OCCURRED". Below this, there is a field for "Area dell'azienda" (circled in blue) and a section titled "Principali soggetti coinvolti nella segnalazione". This section contains a table with columns for "AGGIUNGI", "Nome", "Cognome", and "Ruolo". A green box points to the "Nome" and "Cognome" input fields with the instruction: "INDICATE THE DETAILS RELATING TO THE SUBJECTS INVOLVED IN THE REPORT". At the bottom, there are two red buttons: "INDIETRO" and "PROSEGUI". A red box points to the "PROSEGUI" button with the instruction: "CLICK TO CONTINUE TO THE NEXT STEP".

1.5 Step 5 (mandatory information)

It is the crucial point of the report where the Whistleblower describes the event; the description can be made through one of the following methods:

- vacant text (default)
- audio message

1.6 Step 6 (non-mandatory information)

The Whistleblower has the option to attach documents



In questa sezione puoi allegare documenti utili a circostanziare la tua segnalazione

AGGIUNGI

CLICK ON ADD TO ADD ANY USEFUL DOCUMENTS FOR THE ANALYSIS OF THE REPORT

INDIETRO

PROSEGUI

CLICK TO CONTINUE TO THE NEXT STEP

1.7 Step 7 (non-mandatory information)

The Whistleblower may give indications on the existence of documentation present in the company and useful for reporting



Sono a conoscenza di documenti utili alla segnalazione archiviati in

Indicare dove sono archiviati i documenti

Raggiungibili attraverso le seguenti modalità

Indicare link o percorso per raggiungere cartella documentale

Indicare altra modalità (es: con il responsabile xyz)

Il fatto sono già stati segnalati ad altra autorità

Sì

No

INDICATE IF THE BREACH HAS ALREADY BEEN REPORTED TO OTHER CORPORATE BODIES OR TO AN AUTHORITY

USE THESE FIELDS TO INDICATE WHERE AND HOW YOU CAN FIND ANY DOCUMENTS TO SUPPORT THE REPORT

INDIETRO

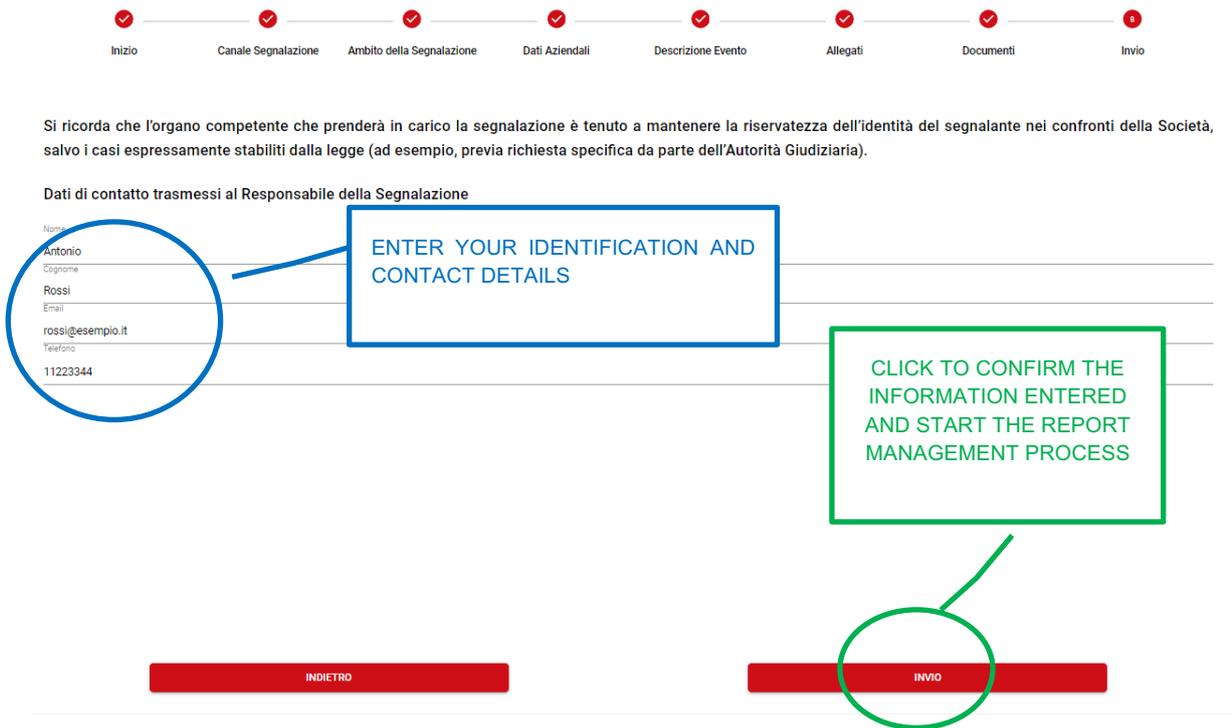
PROSEGUI

CLICK TO CONTINUE TO THE NEXT STEP

1.8 Step 8 (mandatory information)

This is the final step and the Whistleblower will enter his/her references.

IMPORTANT: the dialogue with the company continues officially through using the same link used to open the report. The Whistleblower shall periodically check the progress of his/her report.



The progress bar shows the following steps: Inizio, Canale Segnalazione, Ambito della Segnalazione, Dati Aziendali, Descrizione Evento, Allegati, Documenti, and Invio. The 'Invio' step is currently active.

Si ricorda che l'organo competente che prenderà in carico la segnalazione è tenuto a mantenere la riservatezza dell'identità del segnalante nei confronti della Società, salvo i casi espressamente stabiliti dalla legge (ad esempio, previa richiesta specifica da parte dell'Autorità Giudiziaria).

Dati di contatto trasmessi al Responsabile della Segnalazione

Nome: Antonio
 Cognome: Rossi
 Email: rossi@esempio.it
 Telefono: 11223344

ENTER YOUR IDENTIFICATION AND CONTACT DETAILS

CLICK TO CONFIRM THE INFORMATION ENTERED AND START THE REPORT MANAGEMENT PROCESS

INDIETRO INVIO

2 Sending the report

The Whistleblower will receive in real time a **code** and a **key**, which uniquely identify his/her report.

The code and key must be kept by the Whistleblower in order to check the progress of the report and the Whistleblower must open a new report if they are lost.

If he/she wishes to, the Whistleblower may obtain a summary document of the Report just inserted.

Important: this report is only available at this stage of the reporting process.

CODICE IDENTIFICATIVO SEGNALAZIONE

Ecco il codice della tua segnalazione

Codice : **ODY-20241-19-9172**

Chiave : **AWd3n**

potrai accedere alla segnalazione SOLO grazie a questo codice, quindi custodiscilo con cura

Dopo l'accesso potrai :

Verificare lo stato di avanzamento della segnalazione
 Continuare a dialogare in via riservata all'interno di questa piattaforma con il responsabile della segnalazione

ATTENZIONE !!!

È fondamentale e necessario che conservi il codice in un luogo sicuro, alla chiusura di questa pagina NON sarai avvisato della presa in carico della tua segnalazione.

Puoi scaricare il documento riassuntivo della segnalazione utilizzando il bottone sottostante; tale azione è disponibile solo in questo momento.

THE PLATFORM GENERATES A CODE AND A KEY THAT IDENTIFY THE REPORT. THESE CODES MUST BE KEPT BECAUSE THEY ARE NECESSARY TO VERIFY THE PROGRESS OF THE INVESTIGATION AND TO COMMUNICATE WITH THE MANAGERS OF THE REPORT

A DOCUMENT SUMMARIZING THE CONTENTS OF THE REPORT CAN BE DOWNLOADED.



3 Access to a previously entered alert

To check the progress related to the management of a previously entered report, the Whistleblower must have the relevant **code** and identification **key** of the report.

The whistleblowing report can be accessed through the link on the Company's official website, already used for the filing of the report.

The initial page that opens using the link on the site allows the whistleblower to choose whether to file a new report, following the path indicated above or whether to enter a report to check its progress.

Benvenuto sulla piattaforma per la gestione delle segnalazioni di illeciti, segui i passaggi per inserire una nuova segnalazione o visionare le segnalazioni già inserite, in totale riservatezza

Per rivedere i dati della tua segnalazione o avere aggiornamenti, inserisci qui il codice :

Codice	Chiave
JJ5-202310-15-16199	33p97

ENTER THE CODE AND THE IDENTIFICATION KEY OF THE REPORT GENERATED BY THE PLATFORM DURING THE FILING STAGE

ENTRA NELLA SEGNALAZIONE
INSERISCI NUOVA SEGNALAZIONE

CLICK ON THE "VIEW THE REPORT" BUTTON TO ACCESS THE REPORT