

**PROTOCOL FOR THE REPORTING OF ILLICIT ACTIVITIES - WHISTLEBLOWING**

FAC SIMILE (this form will be converted into digital format to be used for reporting)

For the attention of the Supervisory  
Board of Allegrini S.p.A.  
Vicolo Salvo D'Acquisto, 2  
24050 Grassobbio (BG)

By mail: .....

**Subject: Reporting form**

Name and Surname of informant \_\_\_\_\_  
Professional role at Allegrini S.p.A. \_\_\_\_\_  
Branch \_\_\_\_\_  
Tel./mobile \_\_\_\_\_  
Email \_\_\_\_\_

**PRELIMINARY INFORMATION**

Have you already made internal reports to the company?

Yes  
No

Have you already reported to external authorities? (e.g., Police, Military Police,  
Financial Police, Public Prosecutor's Office, National Anti-Corruption Authority)

Yes  
No

What was the outcome of any previous reports?

What kind of nonconformity, offence or violation do you want to report?

Violation of laws  
Violation of the corporate code of ethics  
Violation of the Organisation and Management Model  
Corruption  
Violation of company regulations  
Other (specify):

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**DESCRIPTION OF THE FACTS**

Date/period in which the events took place (dd/mm/yyyy) \_\_\_\_\_

Physical location in which the events took place \_\_\_\_\_

Person/s carrying out the activity \_\_\_\_\_

Provide a detailed description of the event

**FURTHER INFORMATION**

I CONSIDER THE ACTIVITIES OR OMISSIONS CARRIED OUT OR ATTEMPTED TO BE:

- of a criminal nature.
- in violation of the company code of ethics or other regulations/procedures (specify .....).
- of possible financial damage to the company
- of possible harm to the image of the company
- of possible harm to the health or safety of the employees or to the environment.
- other (specify)

Any other persons aware of the activity and/or able to provide information on the same \_\_\_\_\_

Any other documentation providing evidence of the reported activity \_\_\_\_\_

How did you become aware of the nonconformity/offence/violation reported?

I witnessed it directly.

It was reported to me by a colleague.

It was reported to me by someone outside the company.

I discovered it by chance via a document/file.

Other (specify):

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To what extent are you involved in the event?

None

I am a victim

I am a witness

Other (specify):

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Have you already spoken to anyone about this?

- Friends
  - Relatives
  - Colleagues
  - Company superior
  - Other (specify):
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OBLIGATORY FIELDS

- I agree to the processing of my personal data.
- I confirm to have read and understood the internal procedures governing whistleblowing

Place ..... Date .....

Signature of informant .....

*Privacy policy*

*The reporting procedure provides for the exclusive processing of personal data that are strictly necessary and relevant to the purposes for which they have been collected. Reports that are deemed irrelevant are archived and no further processing is carried out. Processing will be entrusted to persons specifically trained to carry out the procedures for handling Reports, with particular reference to security measures and protection of the confidentiality of the persons involved and of the information contained in the Reports. The personal data contained in the Reports may be communicated by the Data Controller to the corporate bodies and internal functions involved with each individual case, as well as to the Judicial Authorities, for the purpose of implementing the procedures necessary to ensure appropriate legal protection and/or legal action against the reported person(s) in the event that the elements collected and the investigations carried out confirm the validity of the circumstances initially reported. The exercising of the right of access by the Informant or the Reported Person (who are considered "data subjects" pursuant to privacy law) to their own personal data processed in the context of the Reporting process may be limited, in order to ensure the protection of the rights and freedoms of others, stressing that under no circumstances may the Reported Person be allowed to use their right of access to obtain information regarding the identity of the Informant unless the latter has acted in bad faith.*

*Over the course of the activities carried out to ascertain the validity of the Report, all necessary measures shall be taken to protect the data against accidental or unlawful destruction, loss or unauthorised disclosure. Furthermore, the original documentary evidence related to the Report will be kept in both printed and digital format for as long as necessary for the fulfilment of the procedures and purposes indicated in this paragraph and in any case until all the actions indicated in the investigation report have been implemented. The Supervisory Board has exclusive access to the documentation related to the Report.*