HAVE YOU READ THE LEGAL NOTICES ON WHISTLEBLOWING?

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

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

PREMISE

The company has chosen a platform (GlobalLeaks) 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 HOMEPAGE

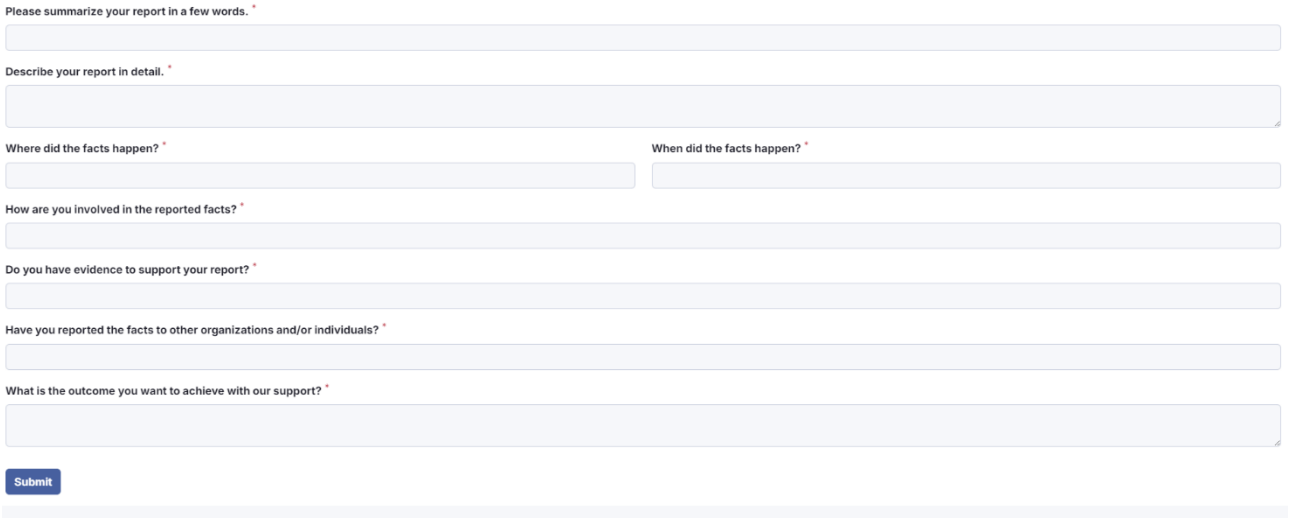
The platform can be reached via browser at
https://nordmeccanica.whistleblowingbox.eu/

On the home-page you will find the button to start the report **"Send a report",** the button to consult the status of the report (after you have sent it) **"Access",** the button containing **"the privacy policy",** information links on the platform.

To start making a report, click: Invia una segnalazione

SCREENSHOT: REPORTING PORTAL

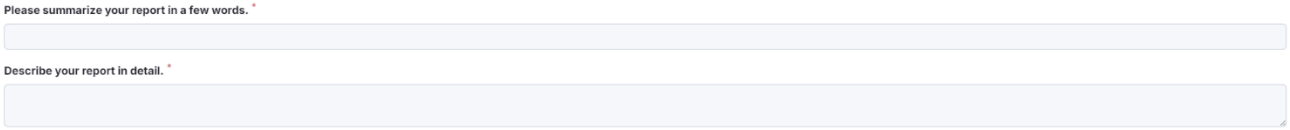
In order to correctly submit a whistleblowing report, you must complete all the sections below:



(We remind you that reports are completely anonymous, if you opt to detect your identity you can indicate it within the reporting steps).

STEP 1: DESCRIPTION OF THE REPORT

Enter the subject of the report under "describe your report in a few words" and explain in detail the reason for the report in the appropriate section "Describe your report in detail".



STEP 2: WHERE THE EVENTS TOOK PLACE AND WHEN

Indicate the place and date where the facts took place, which are the subject of the report.

STEP 3: HOW ARE YOU INVOLVED IN THE REPORTED INCIDENT?

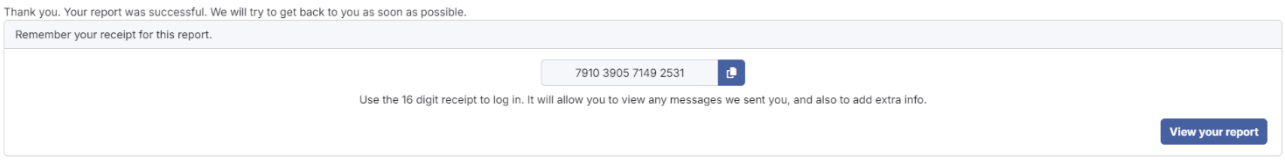
In this section, it is necessary to indicate the degree of involvement in the report, opting for one of the following items proposed by the portal: "I am a victim; I am involved in the facts; I am a direct witness of the facts in first person; I was told this by a direct witness; It's a rumor I've heard around."

It will also be possible to provide additional evidence of reporting such as photos, videos, electronic files, by sending them as attachments to the "Provide evidence to support your report" section.

STEP 4: REPORT CODES

**At the end of the report, the platform will assign you a unique code,
with which you will be able to access the "See your report" control panel.**

**To access the dashboard of your report, you will need to
click "Login" on the home page of the platform and enter the code generated during sending.**



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.