

**IDENTIFICATION DATA OF THE REPORTER**

NAME AND SURNAME	
COMPANY NAME	
POSITION/FUNCTION	
TELEPHONE	
E-MAIL	

**CONDUCT REPORTING**

<p><b>THE FACT REFERS TO:</b> <i>(Tick one or more boxes)</i></p>	<input type="checkbox"/> Staff recruitment <input type="checkbox"/> Contracts <input type="checkbox"/> Granting economic advantages however named <input type="checkbox"/> Granting any other type of benefits <input type="checkbox"/> Appointments, promotions, and delegations <input type="checkbox"/> Permissions <input type="checkbox"/> Inspections <input type="checkbox"/> Relations with the Public Administration, Public Officials, etc. <input type="checkbox"/> Facilitative payment required <input type="checkbox"/> Facilitative payment effected <input type="checkbox"/> Extorted payment <input type="checkbox"/> Other, please specify _____ _____
EVENT DATE	
EVENT PLACE	
INDIVIDUAL(S) RESPONSIBLE FOR THE ACT	
COMPANY AREA/FUNCTION	
ANY PRIVATE ENTITIES INVOLVED	
ANY COMPANIES INVOLVED	
ANY PUBLIC OFFICIALS OR GOVERNMENT AGENCIES INVOLVED	
HOW THE INCIDENT CAME TO YOUR ATTENTION	
ANY OTHER INDIVIDUALS WHO CAN REPORT ON THE INCIDENT <i>(name, surname, title, contact information)</i>	

**DETAILED DESCRIPTION OF THE BEHAVIOUR ORIGINATING THE REPORT.**

<p><b>THE ACT IS ILLEGAL BECAUSE:</b> <i>(Tick one or more boxes)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> It is criminally relevant</li> <li><input type="checkbox"/> It violates company policy, the Code of Ethics or other provisions subject to disciplinary sanctions</li> <li><input type="checkbox"/> It causes financial damage to the Organization</li> <li><input type="checkbox"/> It causes damage to the organisation's image</li> <li><input type="checkbox"/> It violates environmental and workplace safety regulations</li> <li><input type="checkbox"/> It constitutes a case of mismanagement of resources</li> <li><input type="checkbox"/> It involves discrimination against the whistleblower</li> <li><input type="checkbox"/> Other, specify _____</li> </ul>
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**Note:** In addition to this form, attach any accompanying documentation.

Please also keep in mind the following...

**obligations:**

- indicate in the communication the author of the behaviour being reported and a description of the behaviour, without providing information that is not strictly relevant to the subject of the report.
- report facts that are within the direct knowledge of the notifier and have not been reported by other individuals. In the latter case, the notifier must specifically identify the source from which they learned the information, and that source will be treated with the same guarantees of anonymity and confidentiality to prevent retaliatory actions.

**prohibitions:**

- prohibition on unfounded reports: unfounded reports made with intent or gross negligence and the violation of the measures to protect the confidentiality of the notifier constitute a breach of the obligations deriving from the employment relationship and a disciplinary offense.

The undersigned declares to have read the above instructions and that there is no private interest associated with the aforementioned report.

**Date and Place**

**Signature of the Reporter**

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