

Brevetti C.E.A, in compliance with the provisions of the law and with a view to guarantee correctness and transparency in the conduct of its business, it has set up a "Whistleblowing" computer system, available to anyone who wants to report situations relevant to the purposes of the law or internal regulations. With the present document, we want to give you the instructions to follow to submit the report; for the operating modes, the video tutorial made available by the System operator will be sent to you with the login credentials in the first communication.

### **CHARACTERISTICS OF THE REPORT**

The report must refer:

- Offences under the D. lgs. 231/2001,
- violations of our organizational model 231,
- violations of standards listed by the D. lgs. 24/2023

the report should not refer:

- contractual claims,
- Complaints or requests of a personal nature (reports of this type will not be investigated)

The reports must be made in good faith, detailed and based on precise and concordant factual elements, also in order not to waste the effectiveness of the tool made available to you. Anyone who wilfully or grossly negligent makes reports which subsequently turn out to be unfounded may be subject to disciplinary sanctions.

### **MANAGEMENT OF THE REPORTS**

In order to protect as much as possible the "whistleblower" and the "signalled person", security measures have been adopted: regardless of the choice made by the "whistleblower" to make an anonymous or non-anonymous report (as indicated in the following point 6), confidentiality of the whistleblower identity of the content of the report are guaranteed through secure protocols and cryptographic tools that protect personal data and information provided. The identity of the whistleblower is never disclosed without his consent, with the exception of the cases provided for by current legislation. The competent body for the management of reports is the supervisory body.

In addition to the information provided, please review the "whistleblowing" procedure issued by the Company on 17/12/2023



In addition to the information provided, we invite you to read the "whistleblowing" procedure issued by the Company.

## HOW TO SUBMIT A REPORT

1. Employee incoming mailbox
2. Link  
<https://areariservata.mygovernance.it/#!/WB/BREVETTICEA>

**Compilare il form per ricevere le Credenziali  
Univoche di Accesso**

**Nome**

**Cognome**

**Email \***

Si prega di non utilizzare l'indirizzo email aziendale

L'indirizzo e-mail è necessario al solo fine della registrazione. Il suo indirizzo e-mail non sarà visibile alla Società. Servirà unicamente per ricevere notifiche di eventuali nuove comunicazioni, da parte dei Gestori della Segnalazione.

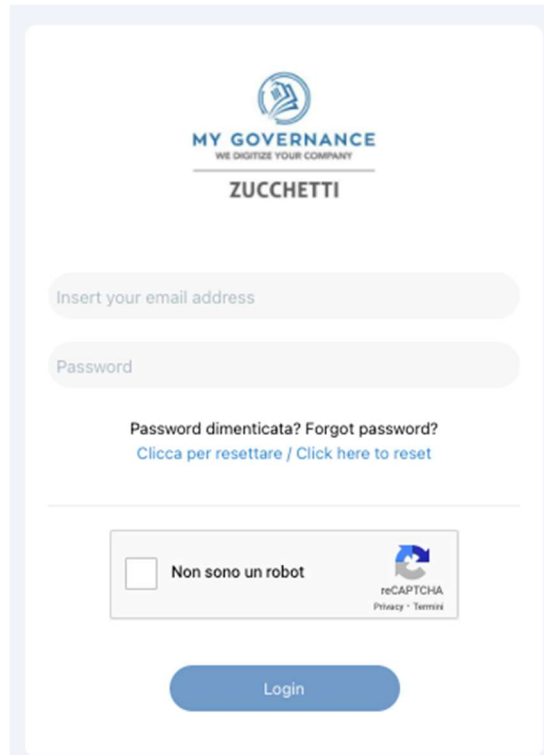
**Dichiaro di aver letto e accettato l'Informativa Privacy \***

**Invia**

Sei già registrato? [Clicca per accedere](#)  
Password dimenticata? [Clicca per resettare](#)  
Per qualsiasi dubbio o necessità contattaci [cliccando qui](#)

Follow the instructions received with the e-mail containing the Login Unique Credentials

3. Log in to your account with your credentials




MY GOVERNANCE  
WE DIGITIZE YOUR COMPANY  
ZUCCHETTI

Insert your email address

Password

Password dimenticata? Forgot password?  
[Clicca per resettare / Click here to reset](#)

Non sono un robot  reCAPTCHA  
Privacy - Terms

Login

4. From the drop-down menu in the upper right-hand corner, select the "REPORT A VIOLATION" option



MY GOVERNANCE  
WE DIGITIZE YOUR COMPANY  
ZUCCHETTI

Ciao,  

+ Crea segnalazione

✓ Segnalazioni

- Tutte
- Nuove
- In lavorazione
- Respinte
- Chiuse
- Bozze

Codice segnalazione	Data creazione	Stato
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Proceed by clicking the "CREATE REPORT" button

5. It will be possible to proceed with the report  
(a) anonymously ticking the relevant box:



Dati del segnalante

Segnalazione anonima (i)

Nome del Segnalante\*  
\*\*\*\*

Cognome del Segnalante\*  
\*\*\*\*

Codice fiscale\*  
\*\*\*\*

(b) or, in a non-anonymous form, but in any case, with the guarantees of confidentiality required by law

6. Once the reporting method has been established, the whistleblower will proceed by completing the form. The fields marked with the symbol \* are mandatory. Some fields have an open text option and must have a minimum number of characters.

Yours sincerely.  
Brevetti C.E.A. S.p.A.