

# ANNEX 1

Sent by email or post

## REPORTING FORM

Name:

Surname:

Telephone number:

Title inside or outside the Company:

### INFORMATION REQUIRED TO PROCESS THE REPORT AND FOR FURTHER COMMUNICATIONS WITH THE REPORTING PERSON

Please specify your favourite communication channel for further communications:

Email:

Address:

### PRELIMINARY INFORMATION

How have you become aware of the unlawful conduct/violation being reported?

I have witnessed it

It has been reported to me by a colleague

It has been reported to me by a person outside the Company

I have found it out by chance through a document/file

Other (please specify):

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Have you already reported internally to the Company?

Yes. Please specify the recipient and date of the report:

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No

Have you already reported to external authorities? (e.g. Police, Carabinieri, Financial Police, Public prosecutor's office, ANAC)

Yes. What was the outcome of any previous reports?

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No

What kind of unlawful conduct or violation would you like to report?

- breaches relating to the application of national laws and regulations on public procurement; financial services, products and markets, and prevention of money laundering and terrorist financing; product safety and compliance; transport safety; protection of the environment; radiation protection and nuclear safety; food and feed safety, animal health and welfare; public health; consumer protection; protection of privacy and personal data, and security of network and information systems;
  - acts or omissions affecting the financial interests of the European Union;
  - acts or omissions relating to the internal market (including breaches of competition and state aid rules, and breaches relating to tax law).
  - other
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**DESCRIPTION OF THE FACTS**

Please describe in detail what happened.

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**TIMEFRAME**

When did the unlawful conduct/violation being reported occur?

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**BENEFIT AND DAMAGE**

Who has benefited from the unlawful conduct/violation being reported?

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Who has been damaged by the unlawful conduct/violation being reported?

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To what extent are you involved in what happened?

- I am not involved at all
  - I am a victim
  - I am a witness
  - Other (please specify):
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Have you already talked about it with someone?

- Friends
  - Relatives
  - Colleagues
  - My superior
  - Other (please specify):
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**INFORMATION TO VERIFY THE REPORT**

Can you provide any useful information or documents to verify the truthfulness of your report?

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**WARNING**

Before making a report, please make sure that you are aware of the current corporate policies in relation thereto (Whistleblowing procedure), and in particular of the following:

- who receives the report and how the report is managed
- corporate safeguards for the reporting person

Please remember that a report is useful and is processed only if it contains detailed information and is accompanied by supporting documents.

**Privacy notice on the processing of personal data provided with the report (pursuant to art. 13 of the Regulation (EU) 2016/679)**

The undersigned is aware that his/her personal data shall be processed electronically and/or manually and may only be used to comply with legal obligations and to implement and process the report of unlawful conduct and breaches of the Code of Ethics. Personal data shall be processed by Prisma S.p.A. as data controller as well as by the duly authorized subjects involved in compliance with the provisions of the Regulation (EU) 2016/679.

Place and date \_\_\_\_\_

Signature \_\_\_\_\_