



Whistleblowing: Reporting Wrongdoing

How to use the Eurodies Italia whistleblowing platform

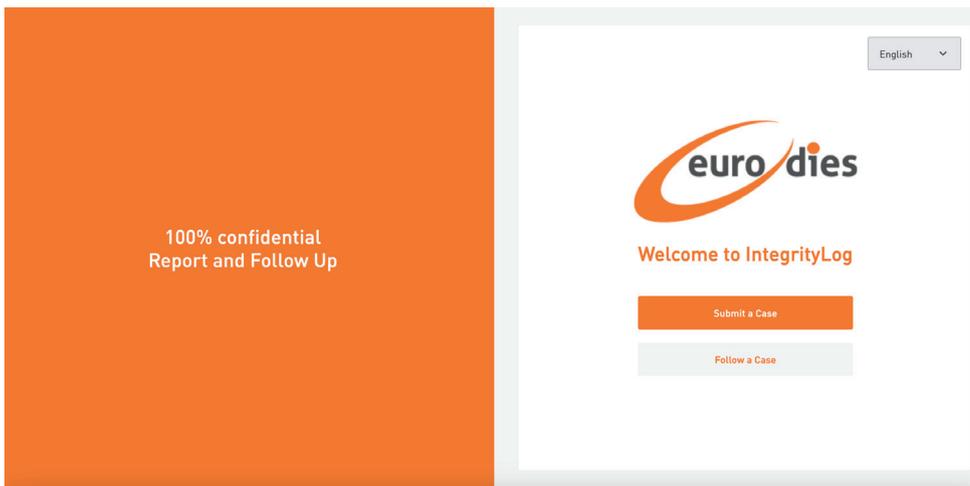
Table of Contents

- 2** Begin the submission of a case
- 3** Identification
- 4** Case topic
- 6** Case details
- 7** Review the case details
- 8** ID token of the case
- 9** Follow your case

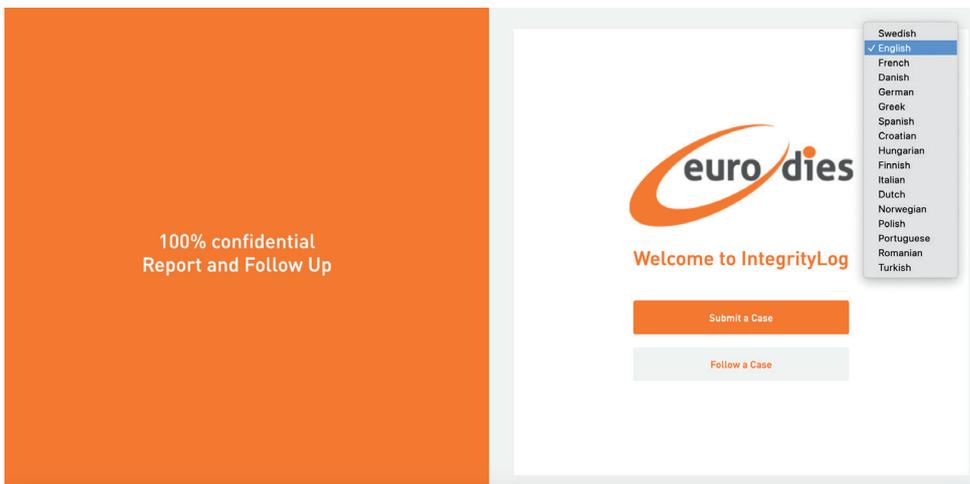


Begin the submission of a case

1. Access the company's whistleblowing platform through this web address: <https://eurodies.integrity.complylog.com/> or by using the dedicated button on the company's website.



2. Click on the drop-down menu to choose the language you wish to use.



3. Click on "Submit a case"





Identification

Send an anonymous report

On the “Your Personal Details” page, you can choose to make a report by providing your personal information or you can make your report anonymously. There is an on/off button for this. By default, the section is set to “Yes”; if you choose this option, enter your personal data. If you prefer to remain anonymous, set the option to “No”.

The screenshot shows the 'Your Personal Details' form. At the top, the 'euro dies' logo is displayed. Below the logo is a navigation bar with four tabs: 'Identification' (highlighted in orange), 'Subject', 'Case', and 'Review'. The main heading is 'Your Personal Details'. Underneath, there is a section titled 'Provide my personal details' with a toggle switch set to 'Yes'. A small text below the toggle says 'Choose whether to provide your personal details or submit anonymously'. Below this are two input fields: 'First name' and 'Last name'. At the bottom of the form are two buttons: 'Go Back' (light grey) and 'Continue' (orange).

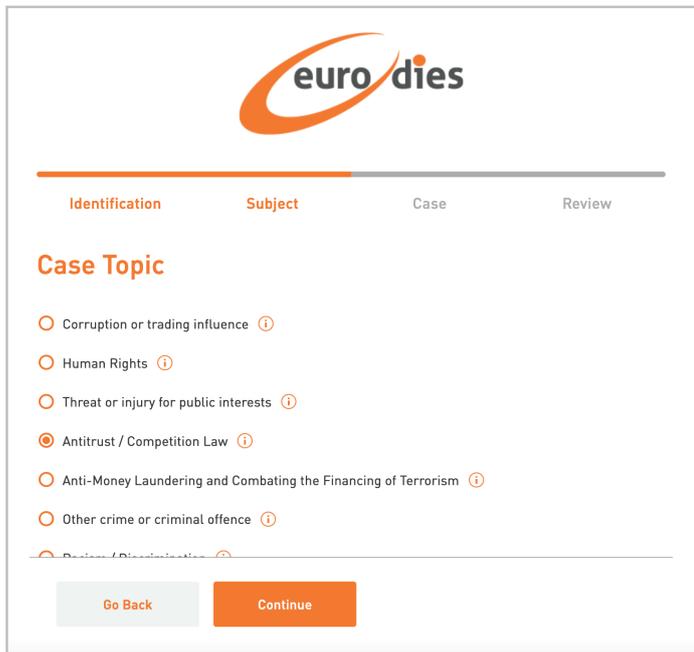
If you choose “Yes,” proceed to enter your personal information.

The screenshot shows the personal information form. It contains five input fields: 'Phone number mobile' (with placeholder 'Mobile Phone Number'), 'Phone number home' (with placeholder 'Home Phone Number'), 'Email' (with placeholder 'Email Address'), 'Name of closest manager' (with placeholder 'Name of Closest Manager'), and 'Social security number' (with placeholder 'Social Security Number'). At the bottom are two buttons: 'Go Back' (light grey) and 'Continue' (orange). A blue line points from the 'Continue' button to the right.

After filling in the boxes with the required information, click “Continue”.

Case topic

The case topic is the general reason for your report. The page lists the most common types of cases. If you are not sure which topic relates to your report, click on the “i” icon (which stands for “information”) next to each topic to find an explanation of the term.



The screenshot shows the 'Case Topic' selection screen. At the top is the 'euro dies' logo. Below it is a progress bar with four steps: 'Identification', 'Subject', 'Case', and 'Review'. The 'Subject' step is currently active. Under the heading 'Case Topic', there is a list of radio button options, each followed by an information icon (i):

- Corruption or trading influence (i)
- Human Rights (i)
- Threat or injury for public interests (i)
- Antitrust / Competition Law (i)
- Anti-Money Laundering and Combating the Financing of Terrorism (i)
- Other crime or criminal offence (i)
- Bribery / Disruption (i)

At the bottom of the screen are two buttons: 'Go Back' and 'Continue'.

For example, clicking on the “i” of the first item in the list above opens this window. Each item gives you access to further information about that item when you click “i”.



The screenshot shows an information window titled 'Antitrust / Competition Law' with a close button (X) in the top right corner. The text inside the window reads:

Antitrust laws also referred to as competition laws, are statutes developed to protect consumers from predatory business practices. They ensure that fair competition exists in an open-market economy. These laws have evolved along with the market, vigilantly guarding against would-be monopolies and disruptions to the productive ebb and flow of competition. Antitrust laws are applied to a wide range of questionable business activities, including but not limited to market allocation, bid-rigging, price-fixing, and monopolies.

Below the window, the 'Other crime or criminal offence (i)' option is visible, and the 'Go Back' and 'Continue' buttons are at the bottom.

Click the box next to the case topic that best fits your report, or choose “Other” if none of the topics listed apply to your case.

- Anti-Money Laundering and Combating the Financing of Terrorism ⓘ
- Other crime or criminal offence ⓘ
- Racism / Discrimination ⓘ
- Sexual harassment ⓘ
- Denial of benefits ⓘ
- Intimidation ⓘ
- Termination / Layoff ⓘ
- Conflict of interest ⓘ
- Financial fraud ⓘ
- Gifts and bribery ⓘ
- Inside information breach ⓘ
- Security breach ⓘ
- Safety and Health ⓘ
- Other



Then click “Continue” to go on to the next page.

- Anti-Money Laundering and Combating the Financing of Terrorism ⓘ
- Other crime or criminal offence ⓘ
- Racism / Discrimination ⓘ
- Sexual harassment ⓘ
- Denial of benefits ⓘ
- Intimidation ⓘ
- Termination / Layoff ⓘ
- Conflict of interest ⓘ
- Financial fraud ⓘ
- Gifts and bribery ⓘ
- Inside information breach ⓘ
- Security breach ⓘ
- Safety and Health ⓘ
- Other





Case details

Fill in the text boxes with information about your case. Enter the date of the event, the time of the event, the city and country, and a brief description of what happened.

You can upload files with relevant information, such as supporting evidence. Click the “Attach File” button and select the file you wish to upload from your device.

You can also send an audio recording directly to IntegrityLog by choosing the “Record Audio” option. If you have a prerecorded audio file, you can upload it from your computer or device using the “Attach File” button.

After adding all the necessary information, click the “Review” button.



Review the case details

The next screen lists the details you entered on the previous screens. Check the details and make sure they are true and correct. If everything is okay, give confirmation by checking the option at the bottom of the page.

- Confirm that the details are true and correct.

I hereby confirm that the details provided are true and correct.

- Visit the pages for the Privacy Policy and Terms of Use, which appear at the end, and confirm that you have read them.

I hereby confirm that I have read the [Privacy Policy](#) and the [Terms of Use](#).

- Type the letters and numbers that appear randomly immediately above the text box into the CAPTCHA text box



- Click "Submit".

←

The ID token of the case

The next screen displays the ID token of your case. It is important to copy it and keep it safe, because you will need it to log into the system, check the progress of your report, answer questions, and get a response on the outcome of the investigation.

Important!

There is no way to retrieve the token unless you save it before closing the page. Without a token, you will have to resubmit your report.

There are two ways to save your ID token.

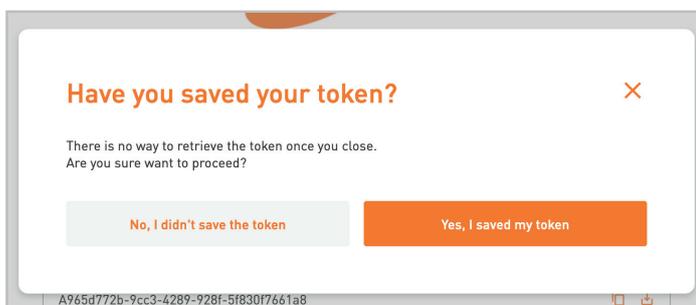
- Click on the "Copy" icon to copy the token, then paste it in a safe place



- Click on the Download icon to download the token to your device in .txt format.



After saving the ID token of your case, click the "Close" button. A window will appear asking you whether you have saved your token or not. If you have, click "Yes, I saved my token." If not, click "No, I didn't save the token."



So:

- If you click "No", you will be returned to the screen that displays the token. Save the token and click "Close" again.
- If you click "Yes", you will be returned to the platform's homepage.



Follow your case

1. To follow the case you reported, go to the homepage of the platform: <https://eurodies.integrity.complylog.com/> and click "Follow a case".

A screenshot of a web form titled "Follow a Case". The form has a white background and a thin grey border. At the top, the title "Follow a Case" is displayed in orange. Below the title, the text "Token ID" is followed by a white rectangular input field with a thin grey border. Underneath the input field is a solid orange button with the text "Follow a Case" in white. At the bottom of the form, there is a line of text: "If you forgot your Token ID, you need to" followed by a blue, underlined link that says "Submit a Case".

2. Enter the token number you received and saved after submitting your report. Then click "Follow a case." A screen will appear with all available details and updates related to the report. Messages from the Reporting Channel Manager requesting clarification or supplemental material will also appear in this section, with space for the whistleblower to respond.