**Reporting Sheet**

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| ***I.*** ***Employee concerned by the integrity incident (ethical misconduct) in the Company*** | | |
| **Name of the area or employee:** |  | |  |
| ***II. Identification of the whistleblower*** | | |
| **Does the whistleblower intend to disclose his/her identity? (underline as applicable)** | ***Yes / No*** | |
| **If YES, please provide the following. If NO, the report will be handled anonymously.** | | |
| **Name of the whistleblower (in case of a legal person, name of the legal representative):** |  | |
| **Mailing address of the whistleblower (in case of a legal person, seat):** |  | |
| **Email address of the whistleblower:** |  | |
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| ***III. Subject of the report(Please describe briefly or demonstrate the following if possible.)*** | | |
| 1. reason and grounds for the report; 2. the integrity incident (ethical misconduct) that has occurred, is occurring or is likely to occur in the future; 3. as specific and detailed description of the integrity incident (ethical misconduct) as possible, stating all relevant facts (e.g. place, time, act, natural or legal persons concerned, what happened, how, for what purpose, etc.); 4. which circumstance gives rise to a suspicion that an integrity incident has occurred or is likely to occur; 5. how the whistleblower became aware of the integrity incident; 6. documents, information, evidence and/or data available to the whistleblower to substantiate the case, and/or the details of their accessibility; 7. specification of the persons who may be aware of the reported integrity incident and its circumstances or who may testify to it; 8. whether the whistleblower informed anyone else about the integrity incident, and if so, who and when; 9. if the organizational integrity incident has caused damage or poses a threat of damage, the estimated extent of the damage. 10. description of the actions taken so far. | |  |
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| ***IV. Documents attached (Please list the documents attached to the reporting sheet.)*** | | |
| 1) | | |
| 2) | | |
| 3) | | |
| ***V. Whistleblower statement (Underline as applicable.)*** | | |
| **Upon signature, whistleblower shall declare that the report is made in good faith about circumstances the whistleblower is either aware of or has a good reason to believe that they are real.** | | |
| **By signing the report, the whistleblower shall consent to the processing of their personal data and to the transmission thereof to the competent body with jurisdiction.** | | |
| **By what means does the whistleblower request information? (underline as applicable)** | **By email / by official mail** | |
| The Company shall process the whistleblower’s data confidentially at all times, pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR). The detailed rules of data processing shall be specified in the information on data processing and in the “RULES OF PROCEDURE FOR INVESTIGATING CODE OF CONDUCT VIOLATIONS” published by the Company on its website.  The personal data of the whistleblower may be handed over to a body competent to carry out the procedure initiated on the basis of the report investigation even if this body is entitled to process them according to the law. Personal data of the whistleblower may not be disclosed to the public.  The whistleblower shall not suffer any disadvantage, harassment or any discrimination whatsoever for providing information in good faith for a potential ethical investigation at the Company. However, the Company reserves the right to take the required legal action with regard to an obviously or demonstrably malicious report or whistleblower.  Accordingly, if it is obvious that the whistleblower has communicated untrue information with critical importance in bad faith and  a) it gives rise to an indication that a crime or an offence was committed, his or her personal data shall be handed over to the body or person entitled to carry out proceedings,  b) there is good reason to consider it likely that the whistleblower caused unlawful damage or other breach of rights, his or her personal data shall be handed over to the body or person entitled to initiate or carry out proceedings, upon the request thereof.  **Dated: …………………….. (place), …………………………….. (date)**  **…………………………………………………………………………**  **Whistleblower signature if disclosing identity** | | |