



Dear User,

with this *vademecum*, we provide you with the steps to follow in order to report a violation.

For further information on the use and management of whistleblowing reports, we invite you to study the relevant company procedures.

For operating procedures, see the video tutorial available in Italian language at <https://www.mygovernance.it/tutorial-effettuare-segnalazione-whistleblowing/>

CHARACTERISTICS OF THE REPORT

Reports must refer to breaches of laws or regulations, including the 231 Model, the Ethics Code and internal procedures, or laws and regulations; therefore, reports concerning grievances, personal requests or, more generally, circumstances that are not relevant for the above purposes, may not be taken into account.

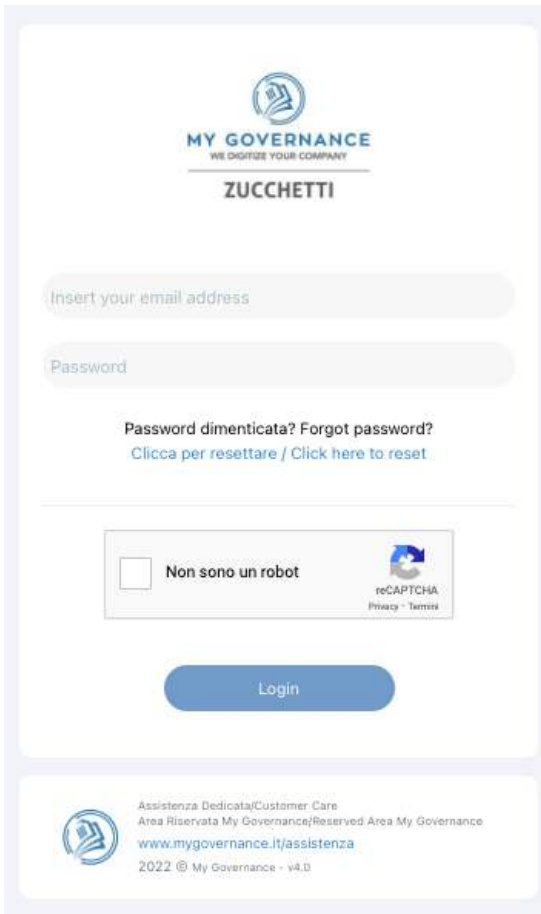
Reports must be made in good faith, circumstantiated and based on precise and concordant factual elements, also in order not to waste the effectiveness of the tool made available to you. Anyone who wilfully or grossly negligently makes reports that subsequently prove to be groundless may be subject to disciplinary sanctions.

HANDLING OF REPORTS

In order to protect your confidentiality and that of the person you 'reported' as much as possible, the necessary security measures have been taken: regardless of whether you choose to make a report anonymously or not (as indicated in point 3 below), the confidentiality of your reporting identity is guaranteed through secure protocols and encryption tools that enable the protection of the personal data and information provided. Your identity will not be disclosed except in the cases provided for by the legislation in force.

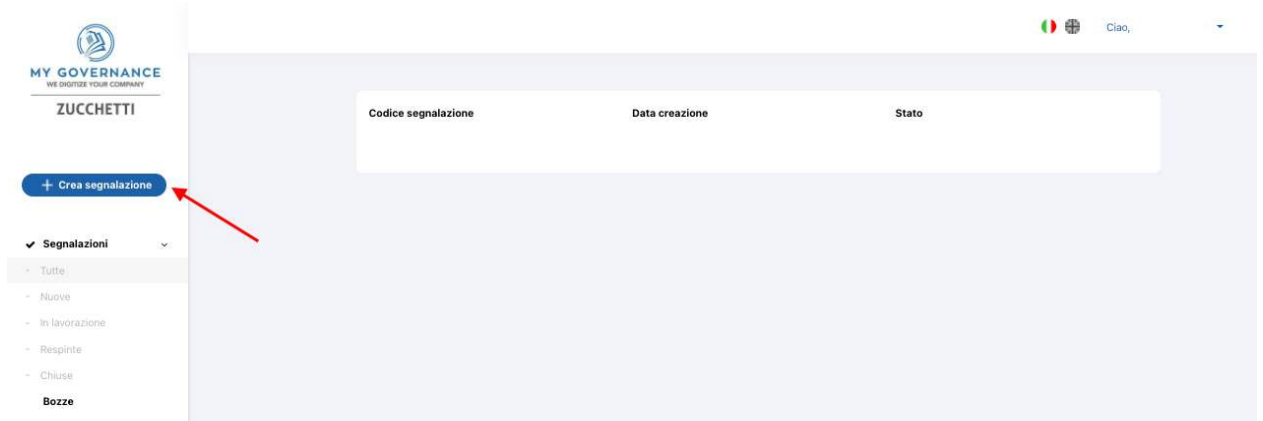
HOW TO LOG IN

1. once you have registered via the company registration page and received the e-mail containing your unique credentials, go to the link areariservata.mygovernance.it/ with your credentials:

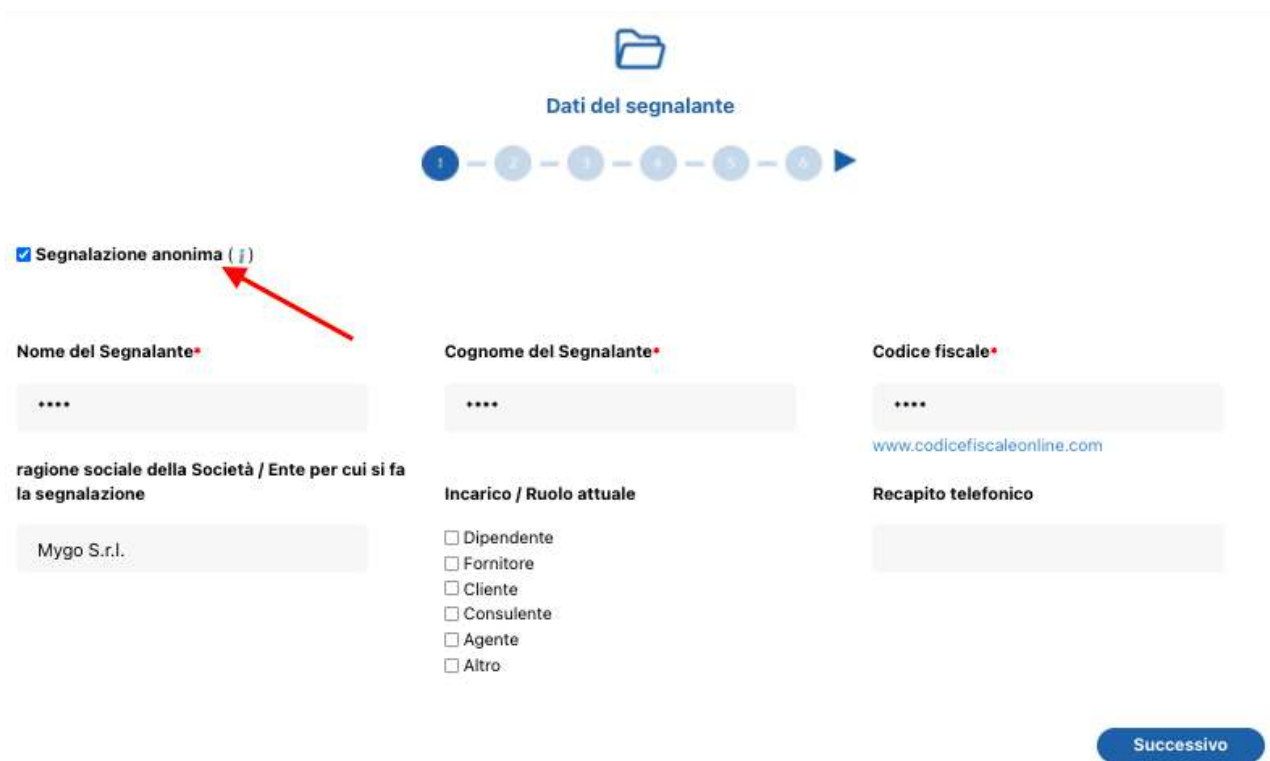


The screenshot shows the login interface for MY GOVERNANCE ZUCCHETTI. At the top, the logo features a stylized blue figure inside a circle, with the text "MY GOVERNANCE WE DIGITIZE YOUR COMPANY" and "ZUCCHETTI" below it. The form contains two input fields: "Insert your email address" and "Password". Below the password field is a link: "Password dimenticata? Forgot password? Clicca per resettare / Click here to reset". A reCAPTCHA widget is present with the text "Non sono un robot" and a checkbox. At the bottom of the form is a blue "Login" button. The footer includes the text: "Assistenza Dedicata/Customer Care Area Riservata My Governance/Reserved Area My Governance www.mygovernance.it/assistenza 2022 © My Governance - v4.0".

2. From the menu on the left-hand side, select the option "CREATE A REPORT".



3. It will now be possible to proceed with the report:
a. anonymously by using the option provided:



Dati del segnalante

1 - 2 - 3 - 4 - 5 - 6

Segnalazione anonima (1)

Nome del Segnalante*

Cognome del Segnalante*

Codice fiscale*

www.codicefiscaleonline.com

ragione sociale della Società / Ente per cui si fa la segnalazione
Mygo S.r.l.

Incarico / Ruolo attuale

Dipendente
 Fornitore
 Cliente
 Consulente
 Agente
 Altro

Recapito telefonico

Successivo

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- b. or, in non-anonymous form, but in all cases with the guarantees of confidentiality provided for by law.



Dati del segnalante

Segnalazione anonima (j)

4. Once the reporting method has been chosen, the reporter will proceed by filling in the form. Fields marked with an * are mandatory. Some fields are open and must have a minimum number of characters.
5. As a first question, you will be asked whether the report has already been made to others or not (e.g. your own direct manager in the case of an employee, a senior person in a company, or a third party such as a public authority, etc.). If this is not the case, the reasons will still be requested, but they are not mandatory.



Segnalazione ad altri soggetti

La segnalazione è già stata effettuata ad altri soggetti?*


SI NO

Per quali motivi la segnalazione non è stata rivolta ad altri soggetti?




MY GOVERNANCE
WHISTLEBLOWING

6. This will be followed by further requests for information necessary to substantiate the report, including a description of the facts in a special section.



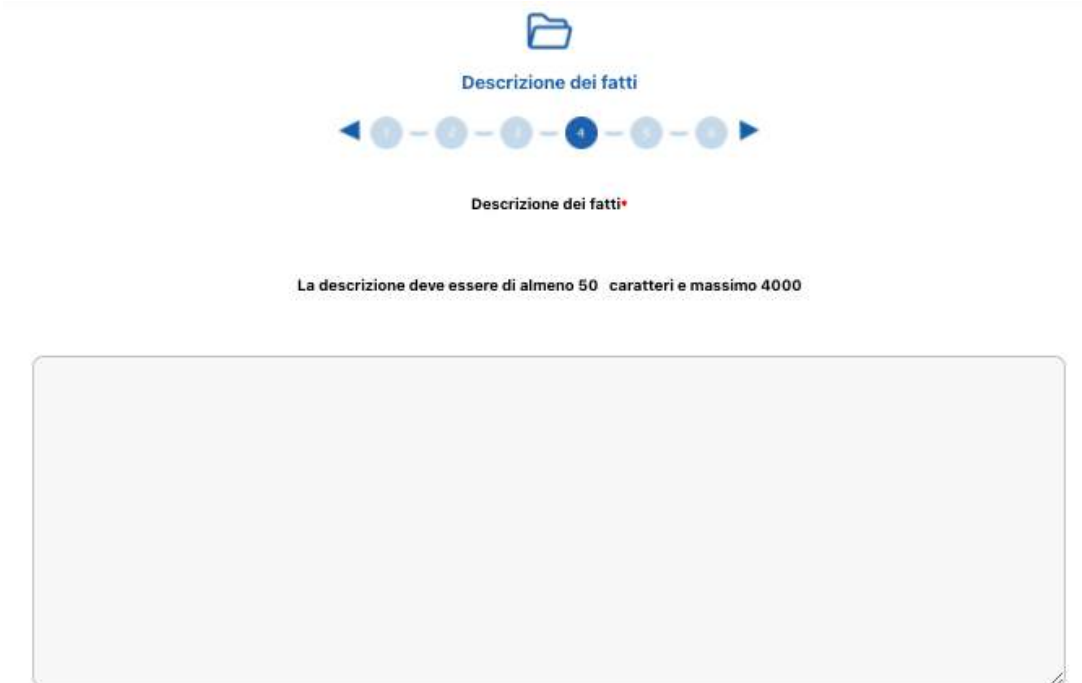
Dati ed informazioni Segnalazione Condotta illecita



<p>Società / Ente in cui si è verificato il fatto*</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>Luogo fisico in cui si è verificato il fatto*</p> <input style="width: 100%; height: 20px;" type="text"/>
<p>Soggetto che ha commesso il fatto*</p> <p>Nome</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Cognome</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Ruolo</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>Data in cui si è verificato il fatto*</p> <p><input type="radio"/> Periodo <input type="radio"/> Singolo evento</p>
<p>A quale dipartimento si riferisce la violazione?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amministrazione <input type="checkbox"/> Audit <input type="checkbox"/> Commerciale <input type="checkbox"/> Compliance <input type="checkbox"/> Controllo di Gestione <input type="checkbox"/> Direzione Generale <input type="checkbox"/> Fiscale <input type="checkbox"/> Internal Control <input type="checkbox"/> Legal <input type="checkbox"/> IT <input type="checkbox"/> Marketing <input type="checkbox"/> Produzione <input type="checkbox"/> Risk management <input type="checkbox"/> Risorse Umane <input type="checkbox"/> Segreteria societaria <input type="checkbox"/> Altro 	
<p>Precedente</p>	<p>Successivo</p>

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A description of the facts must be entered in at least 50 characters



The screenshot shows a progress indicator with six steps. Step 4, 'Descrizione dei fatti', is selected and highlighted in blue. Below the progress bar, the text reads: 'Descrizione dei fatti*' and 'La descrizione deve essere di almeno 50 caratteri e massimo 4000'. A large, empty text input area is visible below the instructions.

7. Therefore, it is necessary to report, where known, the type of violation



The screenshot shows a progress indicator with six steps. Step 5, 'Tipologia di violazione commessa', is selected and highlighted in blue. Below the progress bar, the text reads: 'Tipologia di violazione*' and a list of checkboxes:

- Modello Organizzativo ex D.lgs. 231/2001
- Leggi e/o regolamenti
- Procedure Aziendali
- Regolamenti Aziendali
- Altro

8. The reporter may then attach documents in support of his report:



Documentazione

Allega documenti utili alla tua segnalazione

Tipo di File ammessi : .pdf / .jpg / .png / .doc / .docx / .xls / .xlsx / .ppt / .zip / .mp3 / .mp4

Trascina file o clicca per caricare Max 50Mb

9. Once the screenshot summarising the report has been reviewed, the reporter may proceed to submit it



Riepilogo

Prima di inviare la segnalazione ti preghiamo di ricontrollare e di confermare le informazioni inserite

Modifica

DETTAGLIO DOCUMENTI CARICATI CONSENSO

Dichiaro che tutte le informazioni da me riportate sono veritiere, per quanto di mia conoscenza, consapevole delle responsabilità e delle conseguenze civili e penali previste in caso di dichiarazioni false e/o mendaci.

Dichiaro di aver preso visione dell'informativa privacy della Società [Informativa Privacy](#)

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For any further questions or clarifications, please do not hesitate to contact your company contact person or write to assistenza@mygovernance.it.

Best regards,
The MY WHISTLEBLOWING Team

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