

TEMPLATE FOR REPORTING MISCONDUCT

Employees and collaborators who wish to report situations of unlawful conduct of which they have become aware may use this template.

It is recalled that the law protects all those who report misconduct. In particular:

- Sauro s.r.l. is obliged to set up systems to protect the confidentiality of the reporter's identity;
- The identity of the reporter must be protected in any context following the report. In disciplinary proceedings, the identity of the whistleblower may not be disclosed without his consent, unless its knowledge is absolutely essential for the defence of the accused;
- A whistleblower who believes he or she has been discriminated against at work because of the complaint may report the facts of discrimination.

For further details, see the Procedure for the Management of Whistleblowing Communications on the company website: <https://www.sauro.net/>.

NAME AND SURNAME OF THE REPORTE ¹	
PROFESSIONAL QUALIFICATION OR POSITION	
PLACE OF EMPLOYMENT	
TEL/CELL	
E-MAIL	
DATE/PERIOD IN WHICH THE EVENT OCCURRED:	
PHYSICAL PLACE WHERE THE EVENT OCCURRED:	<input type="checkbox"/> Sauro 1 <input type="checkbox"/> Sauro 3 <input type="checkbox"/> Sauro 2 <input type="checkbox"/> Sauro 4
	<input type="checkbox"/> External Pertinences <input type="checkbox"/> Factory address _____ <input type="checkbox"/> Department _____ <input type="checkbox"/> Office _____ Description of the event area _____

¹ This field is not mandatory





<p>I CONSIDER THE ACTS OR OMISSIONS COMMITTED OR ATTEMPTED TO BE²:</p>	<p><input type="checkbox"/> criminally relevant</p> <p><input type="checkbox"/> carried out in violation of the Codes of Conduct or other provisions that are subject to disciplinary sanctions;</p> <p><input type="checkbox"/> susceptible of causing financial damage to Sauro S.r.l.;</p> <p><input type="checkbox"/> susceptible to damage the image of Sauro S.r.l.;</p> <p><input type="checkbox"/> other (specify)</p> <p>_____</p>
<p>DESCRIPTION OF THE FACT (CONDUCT AND EVENT)</p>	
<p>AUTHOR(S) OF THE FACT³</p>	<p>1.</p> <p>2.</p> <p>3.</p>
<p>ANY OTHER PERSONS AWARE OF THE FACT AND/OR ABLE TO REPORT ON IT ⁴</p>	<p>1.</p> <p>2.</p> <p>3.</p>
<p>ANY ATTACHMENTS IN SUPPORT OF THE REPORT</p>	<p>1.</p> <p>2.</p> <p>3.</p>

Place and date

Signature

The report may be submitted

- by submitting this form to the reporting manager
- by entering this form or the information in the platform on the Sauro s.r.l. company website at the link: <https://www.sauro.net/>;
- verbally, by means of a statement made to the operator or by means of the voice messaging system on the platform.

² The report must not concern complaints of a personal nature on the part of the whistleblower or requests relating to the discipline of the employment relationship or relations with the hierarchical superior or colleagues, for which reference should be made to the competent personnel department.

³ Give your personal data if known and, if not, any other information to identify you

⁴ Give your personal data if known and, if not, any other information to identify you

