



AZIENDA CERTIFICATA
UNI EN ISO 9001:2015
UNI EN ISO 14001:2015
UNI ISO 45001:2018

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Laboratorio Qualificato Art. 14 Legge 46 (G.U.N. 283 del 2/12/88)
Dal 20/11/2019 iscritta nella sezione PMI innovative

SUBJECT: WHISTLEBLOWING - ACTIVATION OF WHISTLEBLOWING CHANNEL FOR OUTSIDERS

With regard to the provisions of Article 4 of Legislative Decree No. 24 of 10 March 2023, we inform you of the activation of an external channel for any reports by people who have become aware, in the context of their work, of unlawful acts, violations of the law, situations of danger or risk to the integrity of other persons or of the entity itself.

The internal channel may not be used to report disputes, claims or requests that are of a personal nature and relate exclusively to one's individual employment relationship, or that are inherent in one's employment relationship with hierarchically superior figures.

The channel will be active **from Friday 15/12/2023** through **Studio Ziveri Srl** and will be supervised by the Supervisory Board, identified and appointed by the Board of Directors of our Company.

The channel ensures an adequate standard of security to protect the identity of whistleblowers, which will preserve the possibility of tracing the person of the whistleblower and will comply with data processing regulations.

The mode of reporting will be as follows:

an IT platform, which the reporter can access 24 hours a day, has been set up at the following web address: web: <https://my.studioziveri.it/CheckPage.aspx?guid=d610a28b-c7ef-4222-9e6e-5b28aac27a4a>

(short version: <https://t.ly/77VWD>)

This is the procedure that the personnel in charge will undertake after receiving the report:

- within seven days from the date of receipt of the report, an acknowledgement of receipt of the report will be issued to the reporting person;
- will follow up on the reports received;
- the reporting party may be requested to provide additional information on the information included in the report, if necessary;
- shall acknowledge the report within three months from the date of the acknowledgement of receipt or, in the absence of such an acknowledgement, within three months from the expiry of the period of seven days from the submission of the report;

All information on how to make a report shall be displayed and made easily visible in the workplace and in a dedicated section of the company's website, as well as accessible to persons who, while not attending the workplace, have a legal relationship in one of the forms referred to in Article 3(3) or (4) of Legislative Decree No. 24/2023:

- employees;
- collaborators, coordinated and continuous;



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- freelancers and consultants working for this company;
- self-employed occasional workers;
- occasional workers;
- trainees;
- shareholders;
- people with functions of administration, management, control, supervision or representation;
- subjects during the selection process or other pre-contractual stages;
- former workers or former employees, for information on violations acquired in the course of the employment relationship.

If the reporting person has reasonable grounds to believe that if he or she were to make a report, it would not be effectively followed up, or that the report may give rise to the risk of retaliation, or has reasonable grounds to believe that the breach may constitute an imminent or obvious danger to the public interest, he or she may contact the ANAC (National Anti-Corruption Authority) directly, which is an external channel for reporting possible breaches. This is the contact for reporting: <https://whistleblowing.anticorruzione.it>

The SV, in order to learn more about how to activate and manage the internal channel, can request a meeting by sending an email to the following address: amministrazione.geaf@geaf.net

Sincerely yours.

Calestano (PR), 12/12/2023

G.E.A.F. S.P.A.
CEO
Marco Fabiano