

Reporting person manual – Internal reporting channel Pibiplast S.P.A.

This manual it's provided to facilitate the use of the internal reporting channel implemented by Pibiplast S.P.A., in compliance with current regulations on whistleblowing (Directive (EU) 2016/1937 and Legislative Decree 24/2023).

The manual refers to the following internal channel:

<https://pibiplast.com/whistleblowing-en>

Within the manual it's described the report submission process, which can take place with the following manners:

- **Written report**, by filling the a report questionnaire;
- **Oral report**, by calling the phone number which connects you to the IVR (interactive voice respond) system, with which you can submit your report;
- **During a meeting with the receiver** (the designated person who receives and manages the reports).

In the Appendix 1 there is a transcription of the questions submitted during the provision of the oral report through the IVR system.

For further information on the collection and management of your report it's also advised to consult the Whistleblowing Procedure implemented by Pibiplast, as well as the management control model and code of ethics (all documents available on Pibiplast website).

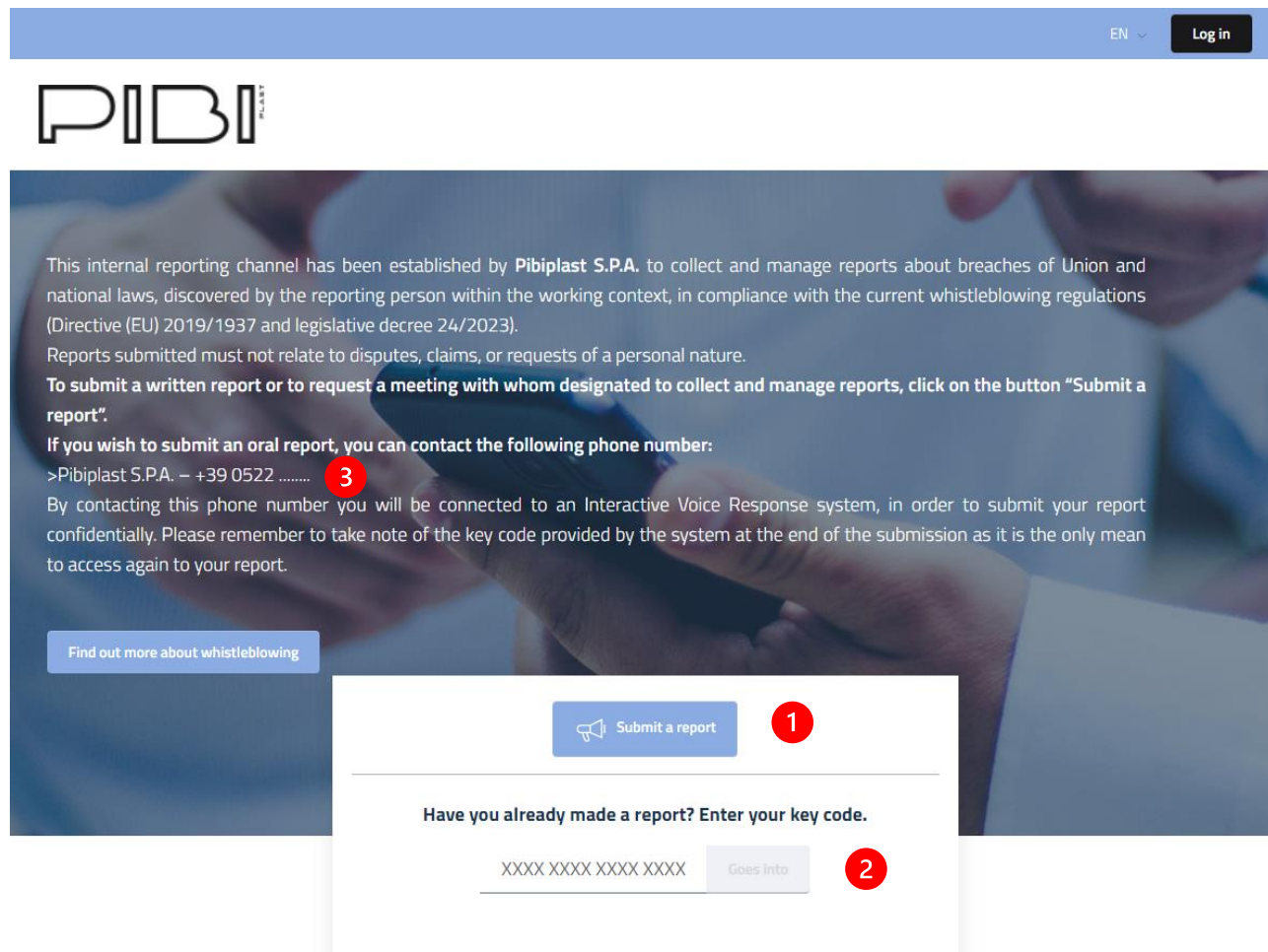
Update and revision: this manual will be updated and revised every time any important changes will be implemented.

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The report platform- Homepage

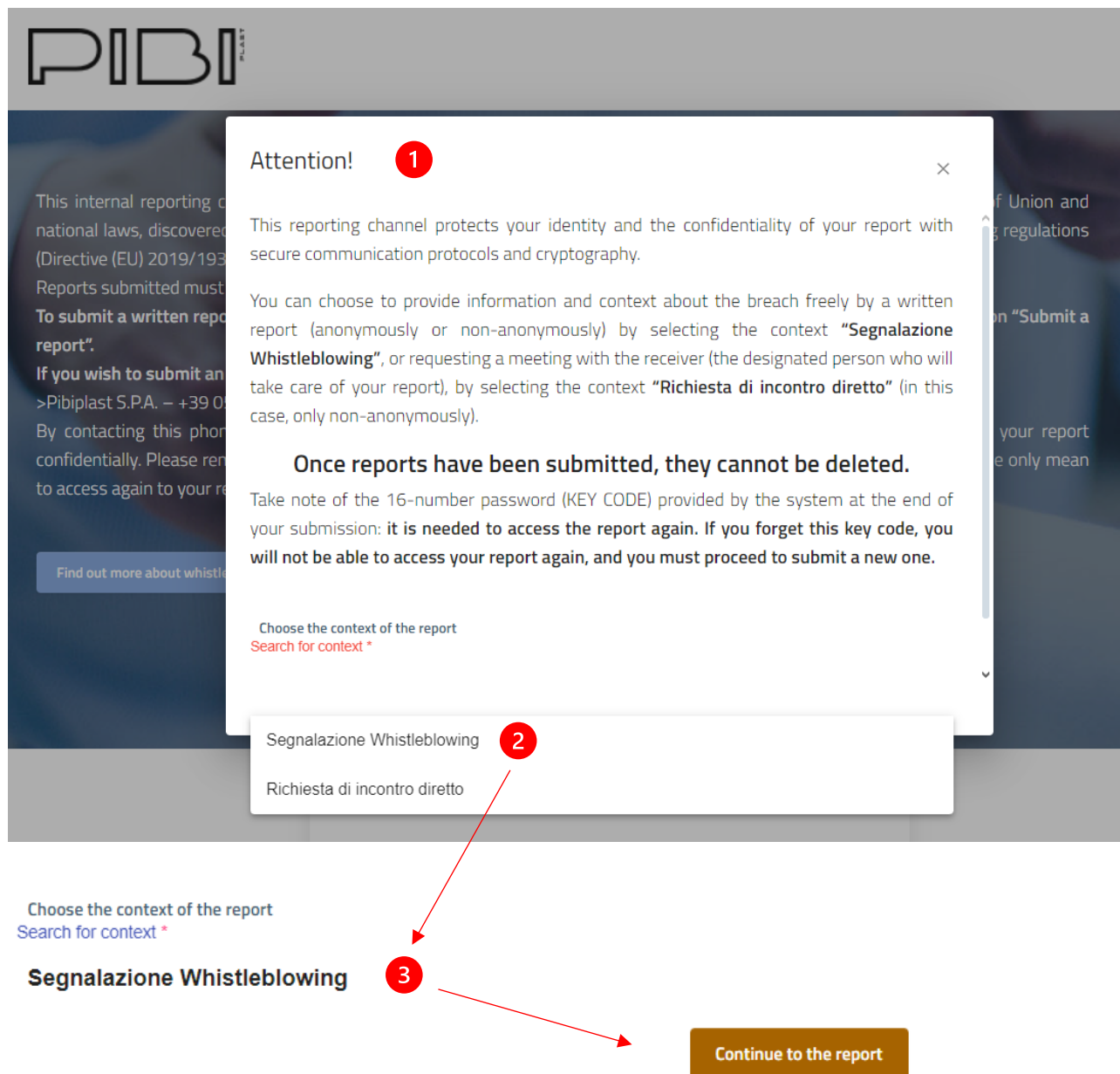
The internal reporting channel of Pibiplast collects reporting in different ways, all focused on the report platform. This tool is composed of different areas and functionalities.



- 1 The button (“**Submit a report**”) which, by selecting the appropriate context, allows to:
 - a. Submit a written report;
 - b. Request a meeting with the receiver.
- 2 The button “**Goes into**” which allows to access and check the updates related to submitted reports. This button it’s enabled by the provision of the **Key Code**, the 16-number unique password provided to the reporting person at the end of every report submission.
- 3 Within the homepage description, you can also find the phone number you need to call to connect to IVR (interactive voice response) system; by calling this number, you can provide oral reports.
NB: at the end of every report submission (even the oral one), it’s provided to the reporting person a key code to access the report again; the reporting person must take note of this number and keep it confidential, as it is the only mean to access the report again. If you lose it, anyone wont able to access the report by any means.

New written report submission

Clicking the **“Submit a report”** button, you can submit a new written report to the internal reporting channel.



The screenshot shows the PIBI internal reporting channel interface. A pop-up window titled "Attention!" is displayed, providing information about the reporting process. The window contains the following text:

Attention!

This reporting channel protects your identity and the confidentiality of your report with secure communication protocols and cryptography.

You can choose to provide information and context about the breach freely by a written report (anonymously or non-anonymously) by selecting the context **“Segnalazione Whistleblowing”**, or requesting a meeting with the receiver (the designated person who will take care of your report), by selecting the context **“Richiesta di incontro diretto”** (in this case, only non-anonymously).

Once reports have been submitted, they cannot be deleted.

Take note of the 16-number password (KEY CODE) provided by the system at the end of your submission: **it is needed to access the report again. If you forget this key code, you will not be able to access your report again, and you must proceed to submit a new one.**

Choose the context of the report
Search for context *

The dropdown menu shows two options: **Segnalazione Whistleblowing** and **Richiesta di incontro diretto**.

Below the pop-up, the text "Choose the context of the report" and "Search for context *" is visible. The selected option, **Segnalazione Whistleblowing**, is highlighted. A button labeled **Continue to the report** is also visible.

- 1 After you clicked on “Submit a report, a new pop up window will be displayed, providing you more useful information about the platform functionalities, as well as reminding you to take note of the key code once you complete the submission.
- 2 through this window, you can select a context (the environment within your report will be submitted): to access the questionnaire to submit a written report you need to select “Segnalazione Whistleblowing” (which you can translate as “whistleblowing report”);
- 3 Once you selected your desired context, you can click on “Continue to the report” to be redirected to the questionnaire.

1st Section- Breach

Within the first section of the questionnaire, you can provide any relevant information with the purpose to describe and a substantiate the breach you are reporting.

Filling the questionnaire fields can be mandatory - when the disclaimer “This field is required” is displayed in red - if the information requested is considered essential to identify, substantiate and manage the report.

The optional field can be filled out at the choice of the reporting person.

However, it needs to be taken into account that the complete description of the breach can impact positively the outcomes of the report.

The reporting person can choose whether to provide his identification data in the corresponding section (4th – Identity), or to submit an anonymous report.

To protect the confidentiality of your identity, it is important to avoid the provision of information that may lead to your identification outside the 4th section.



Whistleblowing Report - Pibiplast S.P.A.

Within this section you can provide all the information you find useful to identify the violation. Attention: take note that your identity may not be fully protected if you insert any personal information about you in this section. We strongly advise you to avoid mentioning your full name or other information that might lead to your identification.

Describe the facts

Please describe what happened and how you discovered it, providing all the elements (such as person concerned, places, behaviors, etc.) that you find useful to establish the facts. ATTENTION: take note that your identity may not be fully protected if you insert any personal information about you in this section. We strongly advise you to avoid mentioning your full name or other information that might lead to your identification.

2

This field is required.

When the breach occurred?

Insert the date or the period in which the breach occurred, for instance: "1st January 2019", or "from June to September", or "Three years ago"

This field is required.

Is the breach still ongoing?

Select one of the following options

Choose an option



This field is required.

1

In the upper part of the page, you can see a menu that allows you to browse within the section (each next section is available by completing at least the mandatory field in the current one).

2

In this 1st section it is requested to the reporting person to describe the breach and to provide any information on means, timing and other relevant elements relating to the breach (such as the reported person). These information are important to verify the substantiation of the report.

Breach type

Please select one or more of the following options describing the area of EU and national law the breach affects. This field is optional, but the fulfillment may help us in managing your report.

- ☐ Breach regarding the European Union laws
- ☐ Breach affecting the financial interests of the Union
- ☐ Breach relating to the internal market
- ☐ Breach relating to the legislative decree D.lgs. 231/2001
- ☐ Breach relating to the Management Control Model or the Code of Ethics
- ☐ Other

The reporting person can further substantiate the report identifying the misconduct type. These available options are defined in compliance with the current regulations on whistleblowing. By choosing one of these options other questions will appear in relation to the specific Union law which has been breached, or other specification about the misconduct.

Person concerned

In this area you can provide information about the person concerned, meaning the natural or legal person who is referred to in the report as a person to whom the breach is attributed or with whom that person is associated. Please add all the details that you consider as useful to checking and investigating purposes. Click on the button "Add section" to add more persons concerned.

First name

Last name / Business name

Organization for or with which the person works

If the person concerned is a natural person, please tell us for which organization it works for.

Which role the person concerned had in the breach?

Specify the role that person concerned had in the breach (e.g. is the author of the breach, witnessed it, is the beneficiary of the reported conduct, etc.)

The person concerned profited, including financially, from the breach?

In caso affermativo descrivi il beneficio nello spazio dedicato alle note. If it's the case, please provide more information in the note field below.

- ☐ Yes
- ☐ No
- ☐ I don't know

Notes

Please provide any additional information that you consider important about the person concerned. ATTENTION: take note that your identity may not be fully protected if you insert any personal information about you in this section. We strongly advise you to avoid mentioning your full name or other information that might lead to your identification.

5

+ Add section

4

It is possible to provide information about the concerned person which is involved into the breach.

5

You can add as many concerned persons as you need, by clicking on "Add section" button.

2nd Section – Reporting person

In this section you need to specify what kind of person is submitting the report, in order to further substantiate the report and to check if the personal scope conditions defined in the regulations are met.

1 BREACH

2 REPORTING PERSON

3 ATTACHMENTS

4 IDENTITY

5 SUBMISSION

What reporting person category you belong to?

Please select one of the following option among the categories of subject entitled to report a breach and considering the kind of relation with Pibiplast.

Choose an option

1

This field is required.

Your employer

2

Business unit name

Please provide the name of business unit/office you work in. You can skip the field if this information can lead to your identification (e.g. if you work in an office/business unit with less than three employee).

Business name of your organization

Your organization address

Your organization country

1

In the first field it is required to specify if the person who's submitting the report is an internal person, an external one or a facilitator (the individual who assists the reporting person in submitting the report). According with the option checked, a new question will appear to further specify the role of the subject who's reporting the breach.

2

In second area, you can define what business unit you work in and the information about your employer. This field are optional, and the reporting person should fill them out only if the information provided can't lead to his identification.

3rd Section – Attachments

In this section you can upload and attach to your report any file, document, picture or video which can substantiate and prove the existence and perpetration of the breach. These uploaded files will be visible and downloadable by the receivers.

The system will delete any metadata attached to the file (such as name of the creator/author, time and date of creation, time and date of last edit, last editor, etc.). This operation it's needed to erase any information that may lead to your identification. This function is available for the following file formats:

.jpeg, .jpg, .tiff, .docx, .pdf

Uploading file in a different format may preserve information that can lead to your identification, because of that you must be aware of it and convert every file you wish to upload in one of the supported formats. Alternatively, you should self-delete manually the metadata with external tools prior to uploading.

1 BREACH

2 REPORTING PERSON

3 ATTACHMENTS

4 IDENTITY

5 SUBMISSION

Supporting documentation

1

Please attach any document which can support and provide context to your report. We suggest to be careful about and to avoid the uploading of file that may contain information that can lead to your identification. Do not upload unrelated or malicious files. Any behaviour intended to threaten this or third-party systems will be prosecuted.

File

To protect your identity, this platform will delete all the metadata attached to the file (such as name of the creator/author, time and date of creation, time and date of last edit, last editor, etc.) This fuction is available for the following file formats: .jpeg, .jpg, .tiff, .docx, .pdf. Uploading file in a different format may preserve information that can lead to your identification. Please, attach only file with the indicated formats or convert the file to a supported one. Alternatively, you can self-delete manually the metadata with external tools prior to upload the file.

↑
Upload

<

Files uploaded

DOCUMENT NAME	DIMENSION	
immagine_...	70.78 KB	×

Attachments description

Please, provide below any description or useful information about the file you've attached.

<
📄

- 1
 To attach the file, you can click on the button “Upload” and a pop-up window will open to select the file you wish to upload.
- 2
 To check and delete the uploaded file you can click on the blue icon in the bottom right corner, which will appear after the first file uploading.

4th Section – Identity

This form is the only area of the questionnaire where you can enter your identity in a protected manner. Indeed, identification data will only be available at certain points in the management of the report and stored separately from the report.

1 BREACH	2 REPORTING PERSON	3 ATTACHMENTS	4 IDENTITY	5 SUBMISSION
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☒ Signed ☐ Anonymous **1**

☐ I consent to reveal my identity, if necessary, to persons other than those competent to receive or manage reports (art.12 D.Lgs n.24/2023)

Do you want to provide your identification and contact data? **2**

Please note that the identification information you provide through this section will be available only to the receivers (designated persons who will manage your report).

First name This field is required.	Last name This field is required.
---	--

Phone number To protect your identity, please provide a personal phone number. Do not insert any of your work addresses. This field is required.	E-mail address To protect your identity, please provide a personal e-mail address. Do not insert any of your work addresses. This field is required.
--	--

Current or last job position

- 1** According to the selection, the reporting person may decide whether to remain anonymous (by selecting “Anonymous”) or to sign the report (by selecting “Signed”).
- 2** Selecting “Signed” option, the reporting person provides the data necessary for his/her identification (name, surname, phone number and e-mail) and optionally his/her current job title.
NB: all contact details given must be personal, private and belonging to the reporting person.

1 BREACH	2 REPORTING PERSON	3 ATTACHMENTS	4 IDENTITY	5 SUBMISSION
----------	--------------------	---------------	------------	--------------

☐ Signed ☒ Anonymous **3**

- 3** By selecting “Anonymous”, the reporting person is not required to enter identification data. If necessary, he/she may enter them later in the report record, which is accessible using the key code issued at the end of the report.

5th Section – Submission

In this section, you can proceed to the submission of the report. At the end of the submission, the key code is issued, i.e. the identifier with which to access the alert again.

NB: the key code must be copied and kept confidential by the reporting person so that it remains available and secret, as it is the only method of accessing the report again. In the event of loss, the entire report must be re-entered.

Attention

1

All the reports transmitted through this channel will be considered "Whistleblowing Reports" and therefore you will enjoy all the protections established by regulation, according to the limits and conditions given by law to benefit these protections. Once the report has been submitted, it can no longer be deleted. We therefore invite you to review everything that has been entered in the previous sections before pressing the "Send" button. Thank you.

A Terms of use

Thank you for taking the time to submit your report. The data will be processed with electronic supports in order to guarantee the security and confidentiality of the data submitted. In particular, the data transmission is managed with HTTPS protocol. Encryption techniques based on the AES algorithm are also applied and sensitive data are completely encrypted, thus guaranteeing the confidentiality of the information transmitted. No personal data of users is implicitly acquired by the platform. Cookies are not used for the transmission of personal information, nor are persistent cookies used for user tracking. Only technical cookies are used when strictly necessary for the correct and efficient use of the platform. The use of session cookies (which are not stored persistently on the user's computer and disappear when the browser is closed) is strictly limited to the transmission of session identifiers (consisting of random numbers generated by the server) necessary to allow safe and efficient browsing on the platform.

The privacy policy about data processing carried out to manage your report is available at the following [Link](#)

☐ I have read, understood and I agree with the terms of service and the privacy policy about data processing carried out to manage your report.

This field is required.

B Information on whistleblowing regulation

Please note that, in order to be valid, whistleblowing reports must comply with all the requirements expressed by Whistleblowing regulation and by the company procedure on whistleblowing reports.

To access all the useful information about whistleblowing regulation and company procedure please follow this [Link](#)

☐ I declare that I have read and understood all the information provided by the owner of the internal reporting channel regarding the Whistleblowing decree, the methods and criteria for submitting reports

This field is required.

C Misuse of the internal reporting channel consequences

It is reminded that any misuse of the internal reporting channel, such as submit unfounded reports with the sole intent to cause harm to a third party or to the company, and the verification of such conduct (first-degree sentence for crimes such as defamation or slander, or civil liability for the same title, in cases of intent and gross negligence), will result in the reporter losing the protections provided by regulation (including the prohibition of retaliation), as well as exposing the reporter to the risk of disciplinary and administrative sanctions (from €500 to €2500) according to Whistleblowing Decree.

To access all the useful information about whistleblowing regulation and company procedure please follow this [Link](#)

☐ I declare that I am aware of the consequences of inappropriate use of this platform and the submission of false reports intended solely to unfairly harm a third party or the company

This field is required.

1

Prior to the submission, the reporting person must declare:

- A** to have read and agreed with terms of use and the policy on data processing;
- B** to have read and understood all the information provided on whistleblowing regulation and company procedure on reports;
- C** to be aware of consequences of a misuse of the internal reporting channel.

[< Backwards](#)
[Send](#)
2

- 2 Now you can submit your report clicking on “**Send**” button.
- NB: Once you submitted the report, it can’t be deleted or modified. So, we advise to check carefully all the information provided prior to submit the report (clicking on “Backwards” to browse to previous sections).**

1 **REPORT INSERTION SUCCESSFUL**

Your report has been successfully submitted and will be taken care of. Memorize the 16-digit key code indicated below to access your report, update it and send and receive messages.

74993

[Back to home Page](#)
4
[Go to the report](#)

[Submit a report](#)

Have you already made a report? Enter your key code.

7499

[Goes into](#)

- 3 Once the report has been submitted, the 16-number key code is displayed as shown. This code must be copied and kept both in case of written reports and in case of meeting request.
- 4 Clicking on ‘Go to the Report’ button, it is also possible to directly check the summary of the submitted report.
- NB:** in the case of an oral report via IVR, the key code is issued and dictated at the end of the report.

Submission of an oral report

The internal reporting channel provides for the possibility of submitting reports orally through a special tool that allows for a voice call with the support of an IVR, and subsequent management by using the platform.

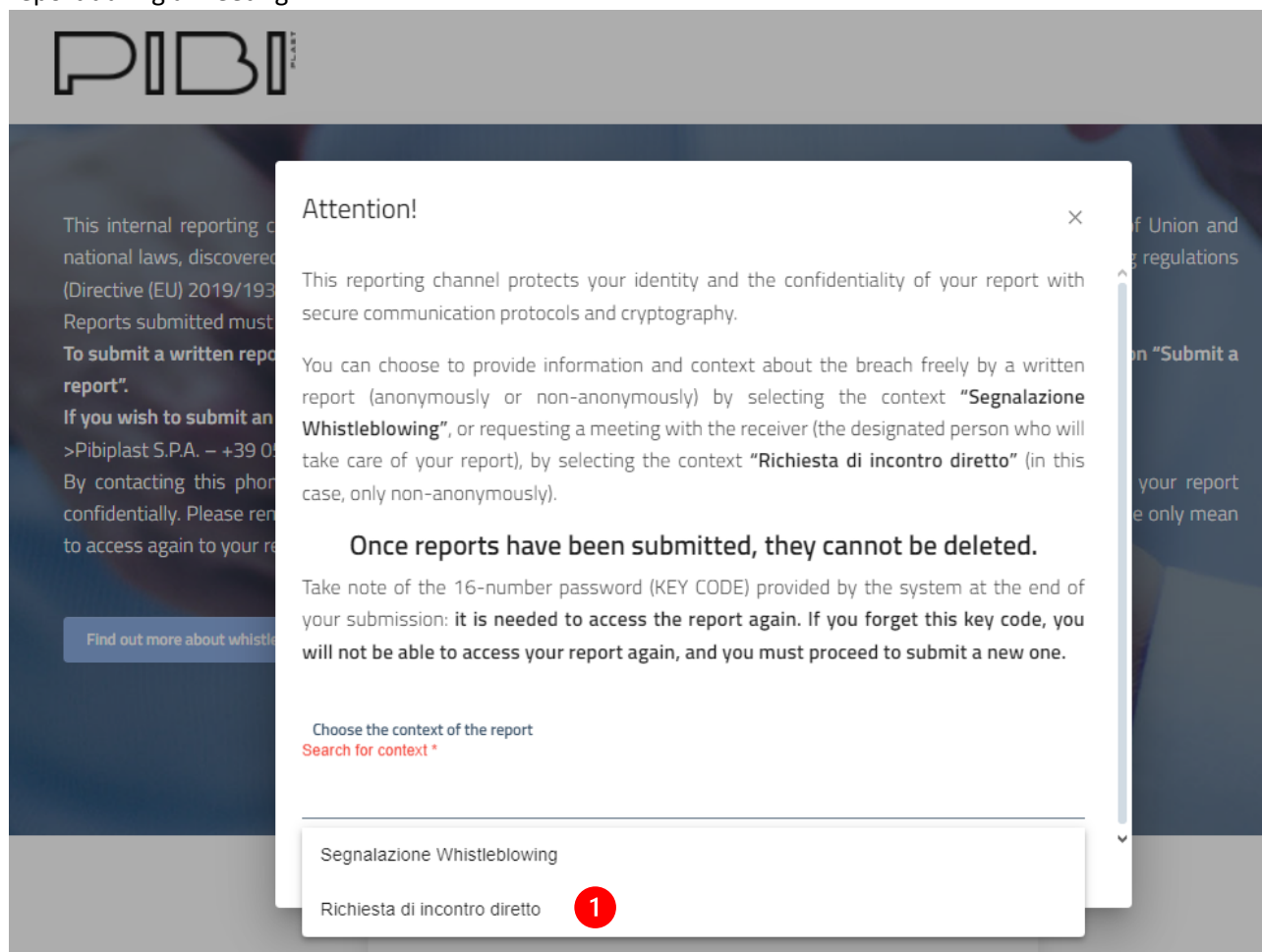
The IVR (interactive voice response) is a system that allows, on the basis of a guided oral questionnaire, to submit the report confidentially and automatically. In order to submit the report properly, the reporting person has to speak with clear pronunciation, so that the system can fully transcript what is being reported.

The steps following the submission via IVR are instead managed through the platform, so that high security standards for confidentiality and protection against retaliation for the reporting person are maintained even after the oral report has been submitted. **Even in the case of an oral report, a 16- number key code is issued for accessing the report again, which the reporting person must take care to note down and keep safe.**

For more information on the structure of the oral reporting questionnaire, please refer to **Appendix 1** in this manual, which details the various steps of the interview.

Request of a direct meeting

By means of a specific questionnaire, it is possible to request the receiver to be interviewed and submit the report during a meeting.



The screenshot shows the PIBI reporting platform interface. A modal window titled "Attention!" is displayed over the main content. The modal contains the following text:

This reporting channel protects your identity and the confidentiality of your report with secure communication protocols and cryptography.

You can choose to provide information and context about the breach freely by a written report (anonymously or non-anonymously) by selecting the context **"Segnalazione Whistleblowing"**, or requesting a meeting with the receiver (the designated person who will take care of your report), by selecting the context **"Richiesta di incontro diretto"** (in this case, only non-anonymously).

Once reports have been submitted, they cannot be deleted.

Take note of the 16-number password (KEY CODE) provided by the system at the end of your submission: **it is needed to access the report again. If you forget this key code, you will not be able to access your report again, and you must proceed to submit a new one.**

Choose the context of the report
Search for context *

The modal shows two options in a list:

- Segnalazione Whistleblowing
- Richiesta di incontro diretto **1**

The number 1 in a red circle highlights the "Richiesta di incontro diretto" option.

- 1 To submit the request, you need to select the **"Richiesta di incontro diretto"** (translating as **"Request of a direct meeting"**) context.

1 MEETING REQUEST

2 IDENTITY

3 SUBMISSION

Meeting Request

2

Please enter the information needed to be contacted and fulfill your request to arrange a direct meeting with the designated person who will manage your report (receiver). We remind you that to protect your identity, the meeting may be organized at a different facility than your place of work. Following the submission of the request, you will be contacted by the receiver to arrange the meeting.

Do you confirm your willingness to arrange a direct meeting to report a violation?

We remind that during this meeting you have to submit a whistleblowing report.

☐ Yes, I confirm

This field is required.

1 MEETING REQUEST

2 IDENTITY

3 SUBMISSION

☐ I consent to reveal my identity, if necessary, to persons other than those competent to receive or manage reports (art.12 D.Lgs n.24/2023)

Meeting Request

3

Please enter the information needed to be contacted and fulfill your request to arrange a direct meeting with the designated person who will manage your report (receiver). We remind you that to protect your identity, the meeting may be organized at a different facility than your place of work. Following the submission of the request, you will be contacted by the receiver to arrange the meeting.

First and last name

Please, provide your first and last name. The information about your identity will be available only to the receiver who will carry out your request.

This field is required.

E-mail

To protect your identity, please provide a personal e-mail address. Do not insert any of your work addresses.

Insert your personal e-mail

This field is required.

Phone number

To protect your identity, please provide a personal phone number. Do not insert any of your work addresses.

This field is required.

Other information and notes

Insert below any other information that might be useful to arrange the meeting, such as indication on time slots or days when you're available to carry out the meeting.

2 You are asked to confirm that you wish to report by meeting directly with one of the receivers.

3 Your identity must be disclosed so that the receiver can verify it and arrange the meeting.

Request of a direct meeting-Submission

In this section, you can proceed to the submission of the report. At the end of the submission, the key code is issued, i.e. the identifier with which to access the alert again.

NB: the key code must be copied and kept confidential by the reporting person so that it remains available and secret, as it is the only method of accessing the report again. In the event of loss, the entire report must be re-entered.

Attention

1

All the reports transmitted through this channel will be considered "Whistleblowing Reports" and therefore you will enjoy all the protections established by regulation, according to the limits and conditions given by law to benefit these protections. Once the report has been submitted, it can no longer be deleted. We therefore invite you to review everything that has been entered in the previous sections before pressing the "Send" button. Thank you.

A Terms of use

Thank you for taking the time to submit your report. The data will be processed with electronic supports in order to guarantee the security and confidentiality of the data submitted. In particular, the data transmission is managed with HTTPS protocol. Encryption techniques based on the AES algorithm are also applied and sensitive data are completely encrypted, thus guaranteeing the confidentiality of the information transmitted. No personal data of users is implicitly acquired by the platform. Cookies are not used for the transmission of personal information, nor are persistent cookies used for user tracking. Only technical cookies are used when strictly necessary for the correct and efficient use of the platform. The use of session cookies (which are not stored persistently on the user's computer and disappear when the browser is closed) is strictly limited to the transmission of session identifiers (consisting of random numbers generated by the server) necessary to allow safe and efficient browsing on the platform.

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☐ I have read, understood and I agree with the terms of service and the privacy policy about data processing carried out to manage your report.

This field is required.

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This field is required.

C Misuse of the internal reporting channel consequences

It is reminded that any misuse of the internal reporting channel, such as submit unfounded reports with the sole intent to cause harm to a third party or to the company, and the verification of such conduct (first-degree sentence for crimes such as defamation or slander, or civil liability for the same title, in cases of intent and gross negligence), will result in the reporter losing the protections provided by regulation (including the prohibition of retaliation), as well as exposing the reporter to the risk of disciplinary and administrative sanctions (from €500 to €2500) according to Whistleblowing Decree.

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☐ I declare that I am aware of the consequences of inappropriate use of this platform and the submission of false reports intended solely to unfairly harm a third party or the company

This field is required.

1

Prior to the submission, the reporting person must declare:

- A** to have read and agreed with terms of use and the policy on data processing;
- B** to have read and understood all the information provided on whistleblowing regulation and company procedure on reports;
- C** to be aware of consequences of a misuse of the internal reporting channel.

[< Backwards](#)
[Send](#)
2

- 2 Now you can submit your report clicking on “**Send**” button.
- NB: Once you submitted the report, it can’t be deleted or modified. So, we advise to check carefully all the information provided prior to submit the report (clicking on “Backwards” to browse to previous sections).**

REPORT INSERTION SUCCESSFUL

Your report has been successfully submitted and will be taken care of. Memorize the 16-digit key code indicated below to access your report, update it and send and receive messages.

7499

3

4

Back to home Page

Go to the report

Submit a report

Have you already made a report? Enter your key code.

7499

Goes into

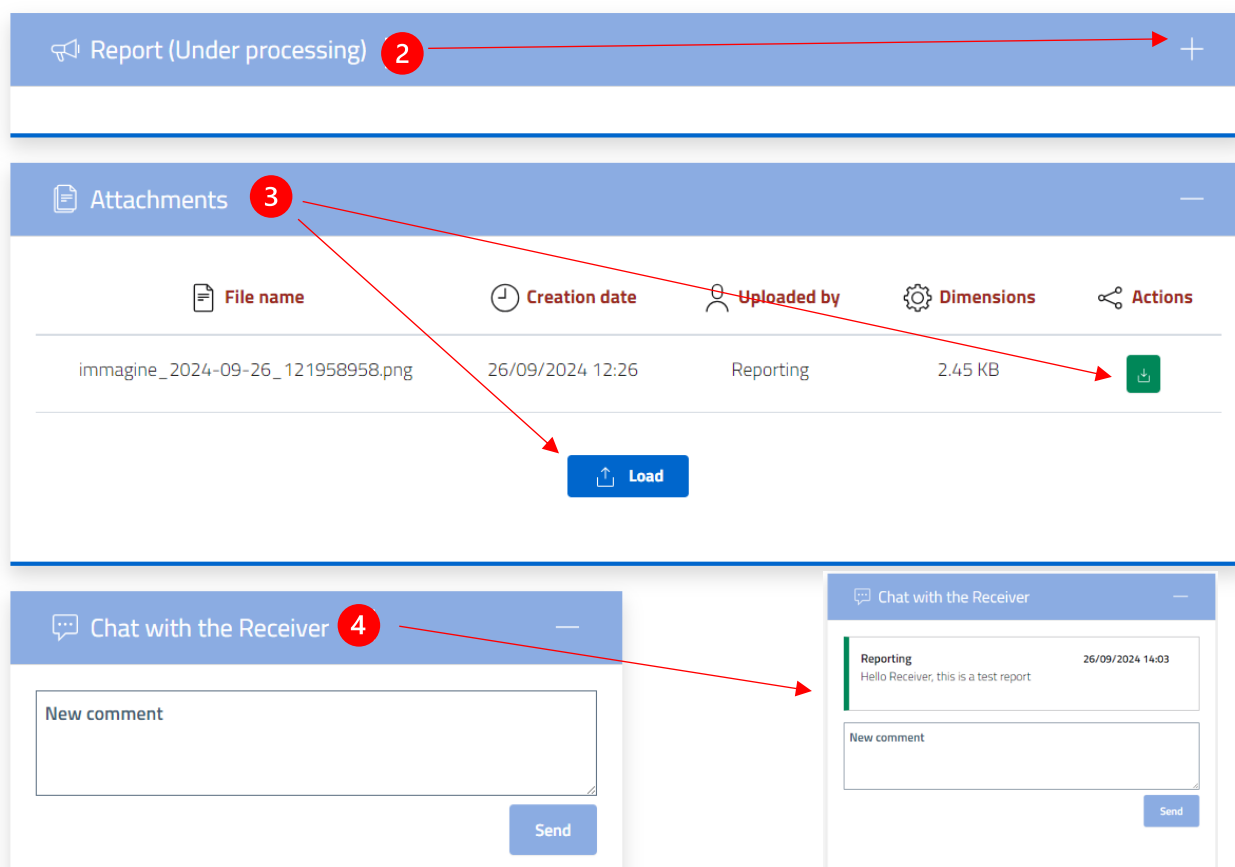
- 3 Once the report has been submitted, the 16-number key code is displayed as shown. This code must be copied and kept both in case of written reports and in case of meeting request.
- 4 Clicking on ‘Go to the Report’ button, it is also possible to directly check the summary of the submitted report.
- NB: in the case of an oral report via IVR, the key code is issued and dictated at the end of the report.

Access the report again

In this area, which can be reached by entering the key code on the homepage, it is possible to access the submitted report (either submitted in written, oral or during a meeting) to consult it, integrate it and follow its update status. Through this section, the receiver also provides information on the handling of the report.

To provide identity information, click here

Enter identity information



The screenshot shows the reporting interface with four numbered callouts:

- 1**: Points to the 'Enter identity information' button.
- 2**: Points to the 'Report (Under processing)' tab, which has a '+' icon to expand it.
- 3**: Points to the 'Attachments' tab, which contains a table of uploaded files and a 'Load' button.
- 4**: Points to the 'Chat with the Receiver' tab, which contains a text input field and a 'Send' button.

File name	Creation date	Uploaded by	Dimensions	Actions
immagine_2024-09-26_121958958.png	26/09/2024 12:26	Reporting	2.45 KB	

- By clicking on the button 'Enter identity information' you can integrate your own identification data into a report initially submitted as anonymous. The identity data remain protected as previously indicated in 4th Section - Identity.
- The report tab allows you to see the summary of all information submitted via the report form (expand the tab by clicking on '+')
- In the 'Attachments' tab it is possible to view the files uploaded during the submission; it is furthermore possible to download any files uploaded either by you or the receiver, for the latter, only receiver made it visible to you; finally, new files can be uploaded to the platform using the 'Upload' button. Once uploaded, files can no longer be deleted or modified.
- The 'Chat with the receiver' tab: this function allows communication between receiver and reporting person to be managed within the platform. Once the text field is filled in and the 'Send' button is clicked, the message will be visible to the receiver (and can no longer be deleted or edited). By means of this function, information is sent by the receiver regarding the status of the report and the progress of any preliminary investigation, and the reporting person may be asked to provide further information on the report to better substantiate it and assess its merits.

Appendix 1: Complete oral reporting questionnaire

Question code	Testo in italiano	Text in english	Condition	Type	Notes
L1	Per la lingua italiana digiti 1			Type option	
L1	For english press 2			Digit option	
B1	Benvenuto nel servizio telefonico per il Whistleblowing in conformità con il decreto legislativo 24 del 2023. Prima di procedere con la registrazione telefonica, ti informiamo che i dati forniti saranno trattati nel pieno rispetto dell'informativa sulla privacy e saranno utilizzati esclusivamente ai fini della corretta gestione della pratica.	Welcome to the telephone service for Whistleblowing in accordance with Legislative Decree 24 of 2023. Before proceeding with the telephone registration, we inform you that the data provided will be processed in full compliance with the privacy policy and will be used exclusively for the purposes of proper management of the practice.		Audio	
D1	Indica che tipo di soggetto sei tra le seguenti scelte	Indicates what type of subject you are among the following choices		Type option	
D1	Digit 1 per DIPENDENTE	Type 1 for EMPLOYEE			
D1	Digit 2 per SOGGETTO ESTERNO	Type 2 for EXTERNAL SUBJECT			
D1	Digit 3 per FACILITATORE	Type 3 for FACILITATOR			
D2	Indica quando si sono verificati i fatti dopo il bip	Specify when events occurred after beeping		Open question	10 seconds
D3	Indica se i fatti sono ancora in corso tra le seguenti scelte	Specifies whether the facts are still ongoing among the following choices		Type option	
D3	Digit 1 per SI	Type 1 for YES			
D3	Digit 2 per NO	Type 2 for NO			
D3	Digit 3 per NON SO	Type 3 for I DO NOT KNOW			
D4	Indica se hai parlato con qualcuno dei fatti tra le seguenti scelte	Indicate if you have talked to any of the facts from the following choices		Type option	
D4	Digit 1 per SI	Type 1 for YES			
D4	Digit 2 per NO	Type 2 for NO			

Question code	Testo in italiano	Text in english	Condition	Type	Notes
D5	Descrivi dopo il bip, brevemente e scandendo bene le parole, quello che è successo, come ne sei venuto a conoscenza e tutte le informazioni che pensi possano essere utili per la ricostruzione dei fatti	Describe, after the beep, briefly and spelling the words well, what happened, how you came to know and all the information you think may be useful for the reconstruction of the facts		Open question	90 seconds
D6	Indica la tipologia di segnalazione tra le seguenti scelte	Indicates the type of reporting among the following choices		Type option	
D6	Digiti 1 per Sottoscritta	Type 1 for Signed			
D6	Digiti 2 per Anonima	Type 2 for Anonymous			
S1	Ora dovranno essere inserite le informazioni relative al segnalante	Now enter the reporting information	If type 1 to D6		
D7	Indica il nome dopo il bip	give the name after the beep	If type 1 to D6	Open question	5 seconds
D8	Indica il cognome dopo il bip	give the surname after the beep	If type 1 to D6	Open question	5 seconds
D9	Indica il Recapito Telefonico dopo il bip	provide the Telephone Number after the beep	If type 1 to D6		10 seconds
D10	Indica l'indirizzo e-mail dopo il bip	provide email address after beeping	If type 1 to D6		10 seconds
D11	Indica se vuoi lasciare i tuoi dati in qualità di facilitatore tra le seguenti scelte	Indicate if you want to leave your data as a facilitator among the following choices	If type 1 to D6 and if digit 3 to D1		
D11	Digiti 1 per SI	Type 1 for YES			
D11	Digiti 2 per NO	Type 2 for NO			
D12	Indica il nome dopo il bip	give the name after the beep	If type 1 to D11		10 seconds
D13	Indica il cognome dopo il bip	give the surname after the beep	If type 1 to D11		10 seconds