

# WHISTLEBLOWING MANAGEMENT PROCEDURE AND WHISTLEBLOWER PROTECTION MEASURES

## DEFINITIONS

OMM: the Organisational Management and Control Model as a whole, including the general section, special section, and annexes

SB: Supervisory Body

Recipients: the various subjects required to comply with the OMM and the Code of Ethics

## INTRODUCTION

Italian Law no. 179/2017 extends the legal framework on **Whistleblowing** to ensure the confidentiality of the whistleblower's identity and the content of the reports submitted by the same. The law therefore introduces a new tool to facilitate the reporting of potentially unlawful conduct, by establishing that anyone who, in good faith, submits a report to their superior regarding illegal conduct of which they have become aware through their employment relationship may not be penalised, terminated, or subjected to any direct or indirect discriminatory measures affecting their working conditions for reasons directly or indirectly associated with the report submitted.

In light of the fact that the organisation, management and control system envisaged by Italian Legislative Decree no. 231/2001 is specifically aimed at preventing the commission of corporate crimes, the *Whistleblowing* legislation falls within the purview of the OMM and the control procedures.

**The regulatory provision referred to under art. 6 of Italian Legislative Decree no. 231/2001 was consistently integrated with the *Whistleblowing* law**, with detailed directives and instructions being provided for the establishment of the OMM, which are listed below for reference purposes.

*“The models referred to under paragraph 1.a require the following:*

- a) one or more channels that allow the subjects indicated under sections 5.1.a and 5.1.b to submit, in order to protect the integrity of the entity, detailed reports of unlawful conduct, relevant for the purposes of this decree and based on precise and consistent facts, or of violations of the organisation and management model of the entity, of which they have become aware due to the functions performed; these channels guarantee the confidentiality of the identity of the whistleblower in the management of the report;*
- b) at least one alternative reporting channel suitable to guarantee the confidentiality of the whistleblower using IT methods;*
- c) the prohibition of any acts of direct or indirect retaliation or discrimination against the whistleblower for any reasons directly or indirectly associated with the report;*
- d) the disciplinary system adopted pursuant to paragraph 2.e provides for penalties against those who violate the whistleblower protection measures, as well as those who, with malice or gross negligence, submit reports that are determined to be unfounded.*

*Any discriminatory action taken against subjects who submit whistleblower reports pursuant to paragraph 2-bis may be reported to the National Labour Inspectorate by the whistleblowers themselves, or by the trade union organisation indicated by them, for the application of the measures falling within its competence.*

*It is prohibited to terminate the whistleblower for retaliatory or discriminatory purposes. It is also prohibited to change the whistleblower's duties, pursuant to article 2103 of the Italian Civil Code, as well as to take any other retaliatory or discriminatory measures against them. Should any disputes arise, after the report is submitted, concerning the application of disciplinary measures or the adoption of further organisational measures<sup>TM1</sup> having direct or indirect negative effects on the whistleblower's working conditions (demotion, termination, transfer, etc.), the employer must be able to demonstrate that such measures have been taken for reasons unrelated to the report itself' (art. 6.2-bis, 6.2-ter and 6.2-quater of Italian Legislative Decree no. 231/2001).*

## GENERAL OVERVIEW

This procedure, which constitutes an integral part of this OMM, is intended to ensure the privacy of all subjects, including senior managers and their subordinates, who submit detailed whistleblower reports based on precise and consistent factual elements regarding illegal conduct, or violations of the OMM and the Code of Ethics adopted, pursuant to Italian Legislative Decree no. 231/2001, and to protect them against any discriminatory actions.

All whistleblower reports must be treated with the utmost confidentiality.

To this end, those who receive or become aware of a whistleblower report, or are otherwise involved in the process of managing the same, must act with the utmost confidentiality in order to protect the anonymity of the whistleblower, as well as the reputations of those referred to in the report itself, given that the contents of the report may not always be true.

If the report is false and has not been submitted in good faith, the whistleblower will be subject to disciplinary

proceedings, after which penalties may be imposed in accordance with the provisions of the applicable collective labour agreements.

### **PROTECTED SUBJECTS**

This procedure aims to provide the Company's **senior management figures, subordinates, employees, and collaborators** with adequate and effective protection in the event that they should decide to submit a whistleblower report concerning violations of the OMM and the Code of Ethics, or any unlawful conduct.

### **SUBJECT MATTER OF THE REPORT**

The reports to which this procedure refers are aimed at ensuring the "*protection of the legal entity's integrity.*" They can therefore refer to:

- violations of legal provisions by the Company's corporate bodies, senior management, subordinates, collaborators, or third parties;
- violations of the OMM and its annexes by Company's corporate bodies, senior management, subordinates, collaborators, or third parties;
- violations of the principles of the Code of Ethics by the Company's corporate bodies, senior management, subordinates, collaborators, or third parties;
- unlawful conduct by the Company's corporate bodies, senior management, subordinates, collaborators, or third parties;
- verified situations of abuse of power in the Company's relations, aimed at obtaining private advantages;
- conduct on the part of the Company's corporate bodies, senior management, subordinates, collaborators, or third parties that could result in financial or reputational damage to the Company;
- disloyal conduct to the detriment of the Company itself on the part of the Company's corporate bodies, senior management, subordinates, collaborators, or third parties;
- contractual violations committed by the Company's corporate bodies, senior management, subordinates, collaborators, or third parties;

Reports that appear not to fall within the purview of the 231 system and the *Whistleblowing* regulations are beyond the scope of this procedure, and, as such, will not be approved. Whatever the case, the following types of reports will not be taken into consideration (except for the purpose of possibly taking disciplinary, compensatory, or even criminal action against the whistleblower: in fact, the reporting – and anonymity – tool may not be used as a mechanism to promote conduct that is unlawful or otherwise harmful to the Company):

- reports that do not directly or indirectly pertain to the activities of the Company, its corporate bodies, and/or the personnel who carry out work in the Company's interests;
- reports regarding situations of a purely personal nature;
- reports that merely convey claims or grievances relating to one's job position or employment relationships
- reports that spread forms of intolerance and hatred (containing racist, xenophobic, homophobic, or sexist views, or referring to sexual, religious, political, and/or philosophical orientations, etc.);
- reports with insulting, threatening, defamatory, or otherwise illegal content;
- reports intended as tools for the commission of illegal acts, even for the violation of duties of secrecy and/or confidentiality.

### **RECIPIENT OF THE REPORTS**

The reports referred to in this procedure are addressed to the appointed SB

If the *Whistleblower* should submit their report to the head of their own department (or their hierarchical superior), the latter shall be obliged to immediately forward it to the appointed SB, to keep the contents of the report strictly confidential, and to refrain from engaging in any discriminatory or retaliatory conduct.

### **CONTENTS OF THE REPORT**

The regulation establishes the reporting methods, stating that the reports must be "*substantiated*" and must convey information regarding "*unlawful conduct, relevant for the purposes of this decree and based on precise and consistent facts, or of violations of the organisation and management model of the entity, of which they have become aware due to the functions performed*" (article 6 of Italian Legislative Decree no. 231/2001).

The subject matter of the report must be "*substantiated*" with **specific facts, actions, and conduct, the basic**

**and empirically verifiable aspects of which must be provided.**

To the extent possible, the whistleblower must identify the perpetrator of the reported conduct.

The report must refer to “*illegal conduct (...) or violations of the Entity’s organisation and management model of which they have become aware due to the functions performed*”, and the whistleblower must have **immediate, direct, and personal knowledge and perception of the facts, actions, and conduct being reported.**

The report is not protected if the *Whistleblower’s* knowledge of the reported facts, actions, or conduct is dependent upon other parties (so-called *hearsay*).

**SUBMISSION OF THE REPORT**

Reports addressed to the appointed SB are considered validly transmitted by any means, provided that they are suitable for ensuring knowledge of the contents and confidentiality.

The *Whistleblower* can submit the report to the SB:

- by delivering it in a sealed envelope marked “Confidential”
- by mailing it in a sealed envelope marked “Confidential”
- by sending via e-mail;
- via the platform that guarantees the sender’s anonymity.

In order to promote the reporting system and simultaneously protect the privacy of the persons involved and concerned, the Company has set up:

- a mailbox at the company’s headquarters dedicated to communications and reports intended for the SB;

The mailbox can only be accessed by the SB.

- an e-mail address, specifically activated by the Company.

The e-mail address is: [odv@fercam.com](mailto:odv@fercam.com)

The e-mail address [odv@fercam.com](mailto:odv@fercam.com) can only be accessed by the SB.

- the “Whistleblowing” platform

The SB regularly views the correspondence and periodically checks the functionality of the dedicated mailbox.

Reports sent to the SB through the postal service must be addressed to the SB.

Reports can be submitted to the SB in person.

If the report is submitted to another person, the latter is required to immediately forward it to the SB, subject to compliance with the confidentiality obligation and the prohibition to engage in retaliation or discrimination.

**METHODS OF SUBMITTING REPORTS**

The SB ensures that the recipients of the OMM and the Code of Ethics are aware of the *Whistleblowing* system, and the functionality of the reporting mechanisms (email account functionality).

Reports submitted via the platform or in a sealed envelope **can be anonymous.**

The whistleblower can decide to include a signed copy of their identity document along with their report.

In this case, the *Whistleblower* can either indicate their personal details in the body of the report, or else include a sealed envelope containing their personal details and a signed copy of the whistleblower’s identity document.

In order to facilitate the whistleblowing process, a prepared form has been attached to this procedure, which whistleblowers can use to submit reports.

**REPORT HANDLING METHODS: CONFIDENTIALITY**

The SB and anyone who receives a whistleblower report must always maintain the confidentiality of the whistleblower’s identity and the contents of the report itself.

The confidentiality obligation is also incumbent upon the person reported, who, for reasons relating to their right to defend themselves, has access to the report, and potentially the whistleblower’s identity. The information learned from the reported party may only be used for defensive purposes within the context of disciplinary, civil, accounting, administrative, or criminal proceedings.

**REPORT HANDLING METHODS: VERIFICATION AND INVESTIGATION.**

The report management process consists of the receipt of the report, investigation, assessment, and, ultimately, a provision for action to be taken.

Upon receiving the report, the SB takes immediate action, in accordance with the same principle of timeliness and immediacy that governs the disciplinary procedure:

- it opens and registers all the reports received;
- it conducts a preliminary examination of the report received in order to determine whether it falls within the purview of the *Whistleblowing* regulation;
- if so, it verifies the contents of the report as quickly as possible and, in any case, no later than thirty days of receiving the report;
- to this end, if necessary, it acquires documentation relating to the area of activity in which the reported facts, conduct, or behaviour are said to have occurred;
- if necessary, it carries out inspections and checks;
- if necessary, it summons the whistleblower, taking all the appropriate precautions to ensure maximum confidentiality;
- if necessary, it summons other subjects to verify the reported facts, conduct, or behaviour, taking all the appropriate precautions to ensure maximum confidentiality;

The people to whom the requests are sent must provide the documentation indicated by the SB, and possibly a report on the activities carried out.

### **REPORT HANDLING METHODS: RESULTS AND CONSEQUENT MEASURES**

All reports received, opened, and registered are examined and concluded with results issued by the SB. If the report is found to be insufficiently detailed/unfounded/irrelevant, the SB archives it, providing the whistleblower and the Board of Directors with a prompt justification, so that the contents of the report (if found to be irrelevant or unfounded for the purposes of Italian Legislative Decree no. 231/2001) can be evaluated for different purposes.

If the report is found to be relevant and well-founded, the SB transmits the report to the Board of Directors (keeping the personal details of the whistleblower confidential), complete with a reasoned opinion on the same, recommending a penalty based on the penalty system in place, or appropriate measures to be taken by the Company's top management.

After receiving the report and the opinion of the SB, the Board of Directors decides upon the consequent measures to be adopted and communicates them to the SB, which in turn will promptly notify the whistleblower, within the limits of the confidentiality of the parties involved.

In order to ensure the complete traceability of the interventions undertaken for the fulfilment of its institutional functions, the SB logs all the reports received, records the checks and actions carried out, and retains the relevant documentation.

Documents in paper format are stored in a place accessible only to the SB, and those in electronic format are stored on password-protected media with login credentials known exclusively by the SB.

### **WHISTLEBLOWER PROTECTION**

The whistleblower can choose either to remain anonymous or to provide their personal details.

Whatever the case, the Company ensures the confidentiality of the whistleblower's identity throughout all stages of the reporting process, and protects them against all forms of discrimination and/or retaliation for having submitted the report.

The whistleblower's identity may not be disclosed without the express consent of the whistleblower him/herself; this also applies to the Company's top management, which may not conduct investigations or request information in order to determine the whistleblower's identity (unless the report itself is not approved, as specified above).

If disciplinary proceedings are initiated as a result of the facts contained in the report, the reported party shall only have the right to know the whistleblower's identity if absolutely essential for their defence.

In this case, the reported party will nevertheless be required to maintain the whistleblower's identity confidential outside the context of their defence in the disciplinary (and/or criminal and/or civil) proceedings, and will remain prohibited to engage in any retaliatory and/or discriminatory activities against the whistleblower.

Any violation of the confidentiality of the whistleblower's identity will constitute grounds for disciplinary action.

### **PROTECTION OF THE REPORTED PARTY**

The confidentiality of the reported party's identity is protected to the extent envisaged by the provisions for the sector.

In the case of reports with insulting, threatening and/or defamatory content, reports that constitute unlawful acts or preparations to commit unlawful acts, and reports that violate obligations of secrecy/confidentiality, the

whistleblower is not guaranteed any form of protection. On the contrary, in such cases the Company grants the due protections to the reported party, or, in any case, to the party concerned.

The intentional and conscious abuse of the Whistleblowing tool by submitting reports that are not allowed, and the submission of false reports with malice or gross negligence, constitute forms of conduct for which penalties can be applied by the Company.

### **REPORTING OF DISCRIMINATORY BEHAVIOUR**

The Company undertakes to protect the whistleblower, in good faith, against any form of retaliation or discrimination, whether direct or indirect (e.g. disciplinary penalties, mobbing, demotion, transfers, dismissal, etc.), for having submitted an approved report.

Those who engage in such forms of retaliation or discrimination, either directly or indirectly, shall be subject to disciplinary measures and penalties to be determined based on the current penalty system.

If the whistleblower believes that he/she has suffered retaliatory or discriminatory actions for having submitted the report, he/she must immediately notify the SB. After having carried out the appropriate checks, the SB will adopt a provision in accordance with the time frames and methods indicated in this procedure, which it will communicate to the Board of Directors.

### **COMMUNICATION, INFORMATION AND AWARENESS**

Communication, training, and awareness-raising activities concerning the reporting system and the contents of this procedure are conducted among all the recipients of the OMM and the Code of Ethics.

Third parties can also submit reports to the SB.

To this end, the adoption of the *Whistleblowing* procedure is specified in the contractual relationships, and the reporting channels indicated above, through which third parties can also submit reports, are highlighted.

### **REPORTING ACTIVITIES**

The SB transmits a report summarising the whistleblower reports received to the Company's Board of Directors at the intervals specified in the information flows procedure, in compliance with the confidentiality obligation, indicating the subject matter of the reports, the activities carried out, and the relative outcomes.

In the annual report, the SB also reports on the implementation status of the *Whistleblowing* system itself.

The SB promotes the updating of the OMM, the Code of Ethics, and this procedure in consideration of the reports received, and whenever any critical issues arise concerning the suitability and effectiveness of the OMM and this procedure.

**Fercam S.p.A. SB Reporting Form**

Report pursuant to art. 6 of Italian Legislative Decree no. 231/2001 and Law no. 179/2017

To the attention of  
**Supervisory Body**  
**Fercam S.p.A.**

*Submission methods:*

*place in a sealed envelope and deposit in the SB's mailbox at the Company's headquarters; send by mail in a sealed envelope addressed to the SB at the Company's headquarters; send by e-mail to the dedicated e-mail address (odv@fercam.com); deliver by hand to the SB; submit via the "Whistleblowing" platform*

**Reported party/parties**

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**A substantiated and detailed description of the facts, actions, and conduct for which the report is being submitted**

*(unlawful conduct, relevant for the purposes of this decree and based on precise and consistent facts, or of violations of the organisation and management model of the entity, of which they have become aware due to the functions performed", article 6 of Italian Legislative Decree no. 231/2001)*

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**Indication of the evidence useful for verifying the content of the report**

(documents, people with knowledge of the facts)

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*Place, date*

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**The whistleblower can choose to remain anonymous.**

However, if the whistleblower should decide to include his/her personal details and sign the report, the **Company undertakes to guarantee maximum confidentiality and to protect them against any retaliatory or discriminatory actions** for having submitted this report.

**Whatever the case, the whistleblower is disciplinarily, civilly, and criminally liable for any false reports submitted with malice or gross negligence, as well as those with defamatory, threatening, or illegal content.**

*Signature*