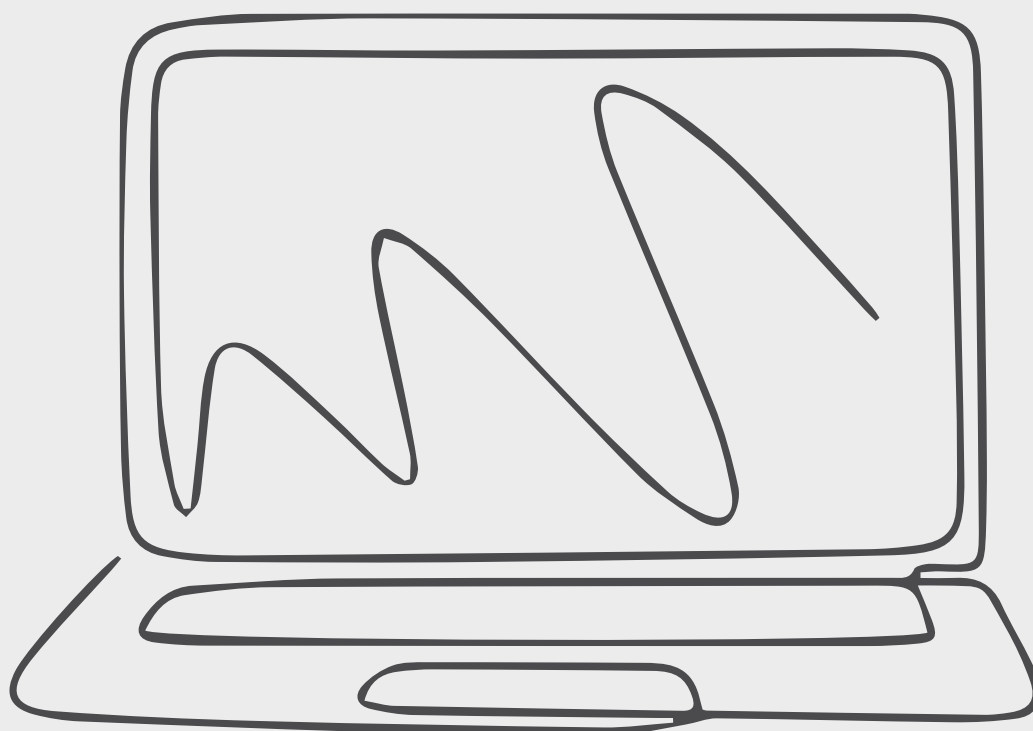


PRIRUČNIK ZA PRIJAVLJIVANJE



Ovaj priručnik opisuje kako koristiti web aplikaciju koju je SIAD učinio dostupnom svim zaposlenicima kompanija u Grupi kako bi prijavili i/ili izazvali zabrinutost zbog sumnje u nedolično ponašanje i nezakonite aktivnosti koje se događaju u organizaciji.

Korištenjem web aplikacije “**Comunica Whistleblowing**” zaposlenici mogu unositi izvještaje u skladu, između ostalog, s odredbama zakona EU, važećeg lokalnog zakonodavstva i Etičkog kodeksa, koji je sastavni dio modela organizacije, upravljanja i kontrole koji je usvojio Kompanija.

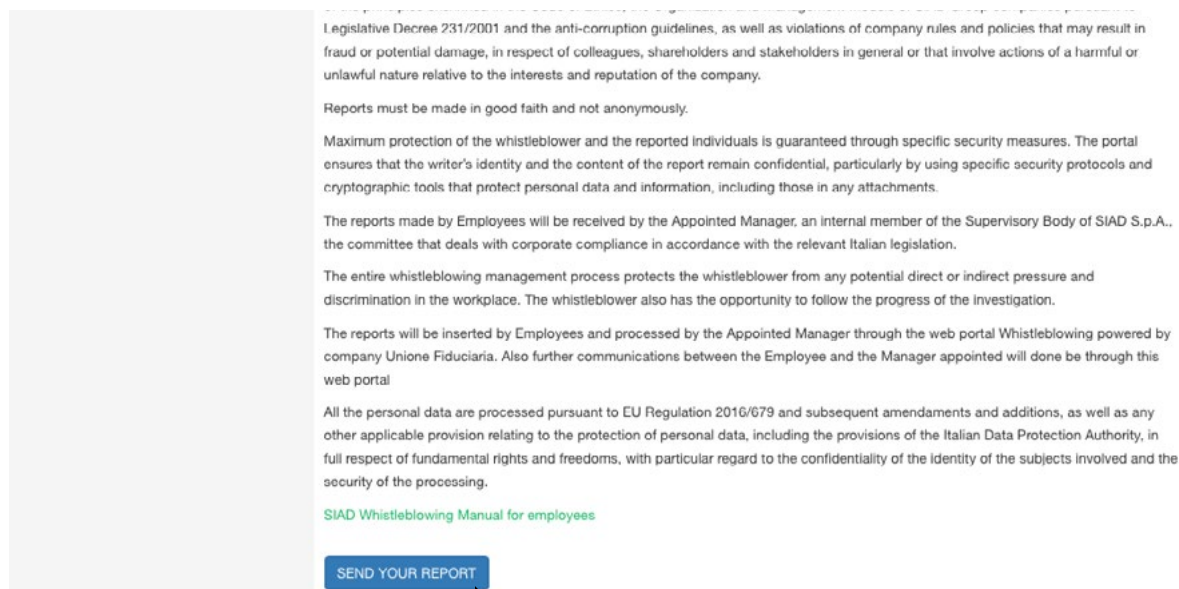
Sadržaj

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Početak

Pristupite web aplikaciji “Comunica Whistleblowing” preko namjenske stranice web stranice kompanije SIAD Group:

<https://www.thesiadgroup.com/siad-whistleblowing>



Legislative Decree 231/2001 and the anti-corruption guidelines, as well as violations of company rules and policies that may result in fraud or potential damage, in respect of colleagues, shareholders and stakeholders in general or that involve actions of a harmful or unlawful nature relative to the interests and reputation of the company.

Reports must be made in good faith and not anonymously.

Maximum protection of the whistleblower and the reported individuals is guaranteed through specific security measures. The portal ensures that the writer's identity and the content of the report remain confidential, particularly by using specific security protocols and cryptographic tools that protect personal data and information, including those in any attachments.

The reports made by Employees will be received by the Appointed Manager, an internal member of the Supervisory Body of SIAD S.p.A., the committee that deals with corporate compliance in accordance with the relevant Italian legislation.

The entire whistleblowing management process protects the whistleblower from any potential direct or indirect pressure and discrimination in the workplace. The whistleblower also has the opportunity to follow the progress of the investigation.

The reports will be inserted by Employees and processed by the Appointed Manager through the web portal Whistleblowing powered by company Unione Fiduciaria. Also further communications between the Employee and the Manager appointed will be done through this web portal.

All the personal data are processed pursuant to EU Regulation 2016/679 and subsequent amendments and additions, as well as any other applicable provision relating to the protection of personal data, including the provisions of the Italian Data Protection Authority, in full respect of fundamental rights and freedoms, with particular regard to the confidentiality of the identity of the subjects involved and the security of the processing.

[SIAD Whistleblowing Manual for employees](#)

SEND YOUR REPORT

Kliknite na vezu “send your report” za ulaz u web aplikaciju.

Pristup već registrovanih korisnika

Token potreban za prijavu je “SIADWB” i on se automatski popunjava u obrascu.

Unesite vaše korisničko ime i lozinku i kliknite na “Login” za ulazak u sistem.

Insert TOKEN to log in

SIADWB

Insert username and password

[Recover your account details](#)

Username

Password

If you are not yet a user, please complete the [registration form](#) to access the system.

LOGIN

Pristup za ne registrovanih korisnika

Kliknite na “registration form” kako bi izvršili registraciju i otvorili vaš računa.

Username

Password

If you are not yet a user, please complete the [registration form](#) to access the system.

LOGIN



Nakon klika na “registration form” ulazite na stranicu na kojoj ćete morati ispuniti obrazac potreban za kreiranje vašeg računa.

Najprije provjerite imate li aktivnu e-mail adresu. Potrebna je da dovršite registraciju.

Popunite obrazac za prijavljivanje

1. Unesite vaše korisničko ime (*koristite velika slova, mala slova, brojeve*);
2. Kreirajte password
3. Kreirajte vašu ličnu lozinku (*koristite kombinaciju velikih slova, malih slova i brojeva*) i ponovo je napišite kako biste je potvrdili;
(*Poslije završene registracije trebat će vam korisničko ime i lozinka za ulaz u sistem*)
1. Unesite vaše ime i prezime;
2. Unesite adresu vaše e-pošte;
3. Unesite token: “SIADWB”;
4. Za kraj, unesite sigurnosni kôd koji se nalazi u donjem desnom kutu i kliknite na: “Register”



WHISTLEBLOWING
Powered by  UNIONE FIDUCIARIA s.p.a.

To register you must complete all the mandatory fields in the form.
After registration, you will receive a confirmation e-mail containing the details necessary for the activation of your profile.

Username*
MarioRossi

Password*

Confirm Password*

First Name*
Mario

Last Name*
Rossi

Email*
rossimario@email.com

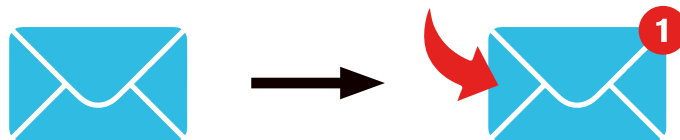
TOKEN*
SIADWB

Please insert the security code shown in the image

S27TVO

S27TVO

[Refresh security code](#)



Poslije klika na “**Register**” sistem će poslati na navedenu e-mail adresu vezu za potvrdu na koju morate kliknuti da biste aktivirali vaš račun, a u e-mail u ćete pronaći detalje o vašem računu. Poslije potvrde moguće je ući u sistem.

Oporavak podataka vašeg računa

U slučaju da ste zaboravili vaše “**Username**” i/ili “**password**”, možete ih lako oporaviti klikom na “**Recover your account details**”

Insert username and password

[Recover your account details](#)

Username

Password

If you are not yet a user, please complete the [registration form](#) to access the system.

Na vaš e-mail možete dobiti podatke o vašem računu.

Unesite token “**SIADWB**”;

Unesite korisničko ime ili e-mail koji ste koristili za registraciju;

Unesite sigurnosni kôd koji vidite u donjem desnom kutu;

Kliknite na “**Recover**”

Reset Password

TOKEN*

TOKEN

Username*

Write here your username (alphanumeric, max 20 char.)

Please insert the security code shown in the image

KXDTSH

[Refresh security code](#)

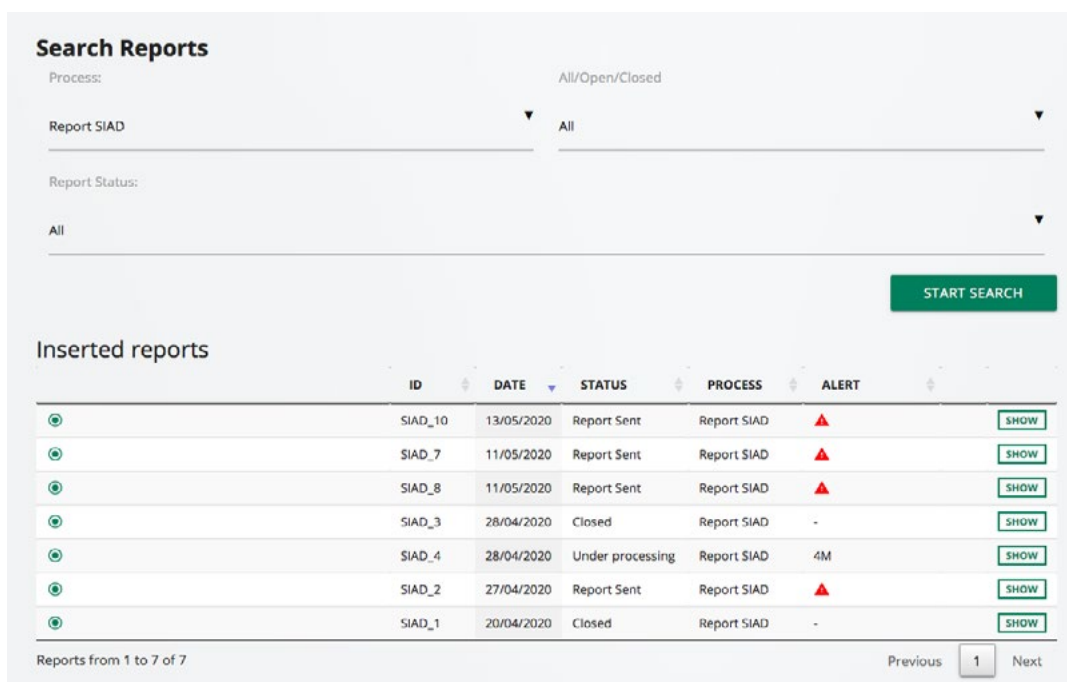
RECOVER



Započnite izvještaj

Poslije prijave ćete imati dvije mogućnosti:

- Klikom na: **“Insert Report”** možete unijeti novi izvještaj (*prateći ovaj vodič pronaći ćete daljnje korake za unos izvještaja*);
- Klikom na: **“Go to your Reports”** možete otići na stranicu sa svim izvještajima koje ste već unijeli (*ova funkcija je korisna za provjeru statusa svih unesenih izvještaja: primjer: datum, poslani izvještaj - u obradi - izvještaj je zatvoren*)



Primjer: Izvještaji o pretraživanju ekrana

1 Preliminarne informacije

Poslije klika na “Insert Report” možete početi pisati vaš izvještaj; ovdje morate unijeti preliminarne podatke:

- Kompaniju SIAD Grupe u kojoj radite;
- Kompaniju SIAD Group o kojoj vrši izvještaj;
- Država u kojoj se sumnja da se dogodio prekršaj;
- Uključeno odjeljenje *(ako ne nađete odgovarajuće ime odjeljenja zapišite ga na dnu)*

Poslije popunjavanja preliminarne informacija kliknite na “Continue”

Report SIAD

Preliminary Informations

In which Company of SIAD Group do you work?*

Company's name S.p.a.

To which company or entity does the report refer?*

Company's name S.p.a.

Country in which the alleged violation occurred*

Italy

Which area of your company does the report refer to?*

Sales and Marketing

If the item is not present, insert it here

Fields marked with * are mandatory

BACK CONTINUE

2 Popunite vaš izvještaj

Korak poslije preliminarnih informacija je detaljan opis događaja korisnih za izvještaj:

- ko su uključene osobe;
- Mjesto i datum prijavljenih događaja;
- Zašto događaji/ponašanja nisu u skladu;
- Dokumenti korisni za izvještaj;
- Kako oporaviti ove korisne dokumente;
- Opis događaja

Poslije popunjavanja svih traženih podatka, kliknite na “Continue”

Fill in your report

Who are the main parties or subjects involved?*

Mario Rossi - Purchasing Officer

Place and date / time frame in which the events in question occurred*

Bergamo

The conduct is illegal because:*

☒ Violates the Code of Conduct / Code of Ethics

☐ It causes a reputational damage

☐ It causes capital damage to the company

☐ It is a case of mis-management

☐ Violates environmental / occupational safety regulations

☐ Other

Attach any documents useful for reporting

☐ I have documents to support the report

☐ Not applicable (I do not have supporting documents)

☒ I am aware of documents useful for reporting

Indicate how the manager could get to these documents

Summon Purchasing Office Manager

Specify

Facts description*

Mario Rossi has accounted for false invoices in order to create tax advantages for the company

BACK CONTINUE

3 Završne informacije

Ovo je posljednji korak za podnošenje vašeg izvještaja: odgovorite na pitanje.

1 2 3 End

Report SIAD

Final information and sending notification

Have you already reported the facts to other authorities and / or internal parties and / or external to the company?

☒ NO

☐ YES

Write here to whom you reported facts

BACK CONTINUE

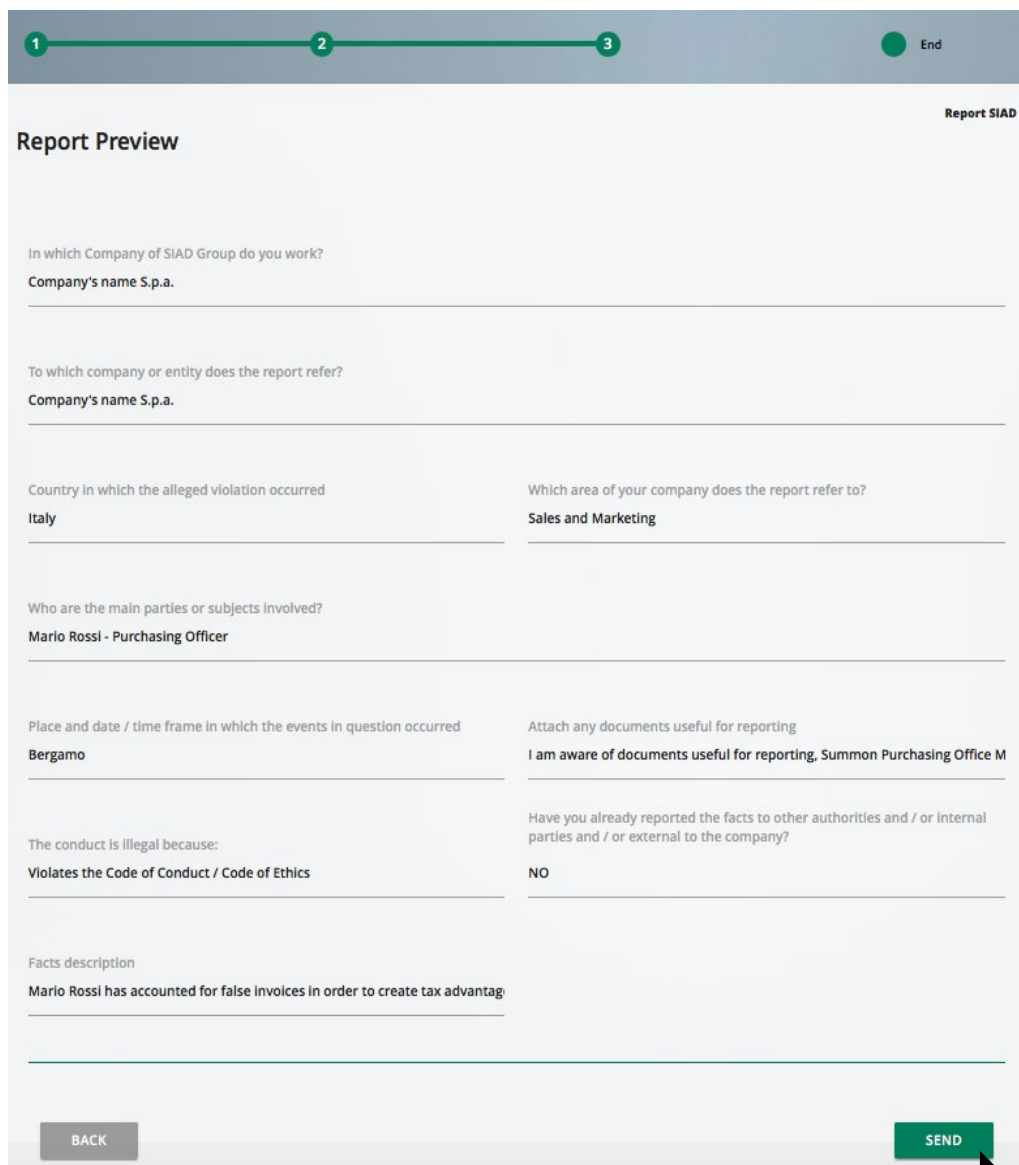
Poslije odgovora na pitanje, nastavite klikom na “Continue”

Pregled dokumenta

Prije slanja izvještaja vidjet ćete pregled dokumenta gdje možete provjeriti sve unesene podatke i informacije.

Ako je potrebno promijeniti neke informacije, kliknite na “**Back**” da biste se vratili na prethodni korak.

Poslije provjere svih podataka kliknite na “**Send**” i vaš izvještaj će biti poslan.



Report Preview Report SIAD

In which Company of SIAD Group do you work?
Company's name S.p.a.

To which company or entity does the report refer?
Company's name S.p.a.

Country in which the alleged violation occurred
Italy

Which area of your company does the report refer to?
Sales and Marketing

Who are the main parties or subjects involved?
Mario Rossi - Purchasing Officer

Place and date / time frame in which the events in question occurred
Bergamo

Attach any documents useful for reporting
I am aware of documents useful for reporting, Summon Purchasing Office M

The conduct is illegal because:
Violates the Code of Conduct / Code of Ethics

Have you already reported the facts to other authorities and / or internal parties and / or external to the company?
NO

Facts description
Mario Rossi has accounted for false invoices in order to create tax advantage

BACK **SEND**

Obratite pažnju: Klikom na “**Send**” izvještaj će se proslijediti nadležnom direktoru kompanije i više neće biti moguće mijenjati unesene podatke ili zaustaviti poslani izvještaj.

5 Obavijest o slanju

Nakon podnošenja izvještaja, sistem vam šalje poruku potvrde. Odatle možete ući na web stranicu kako biste pogledali poslane izvještaje

