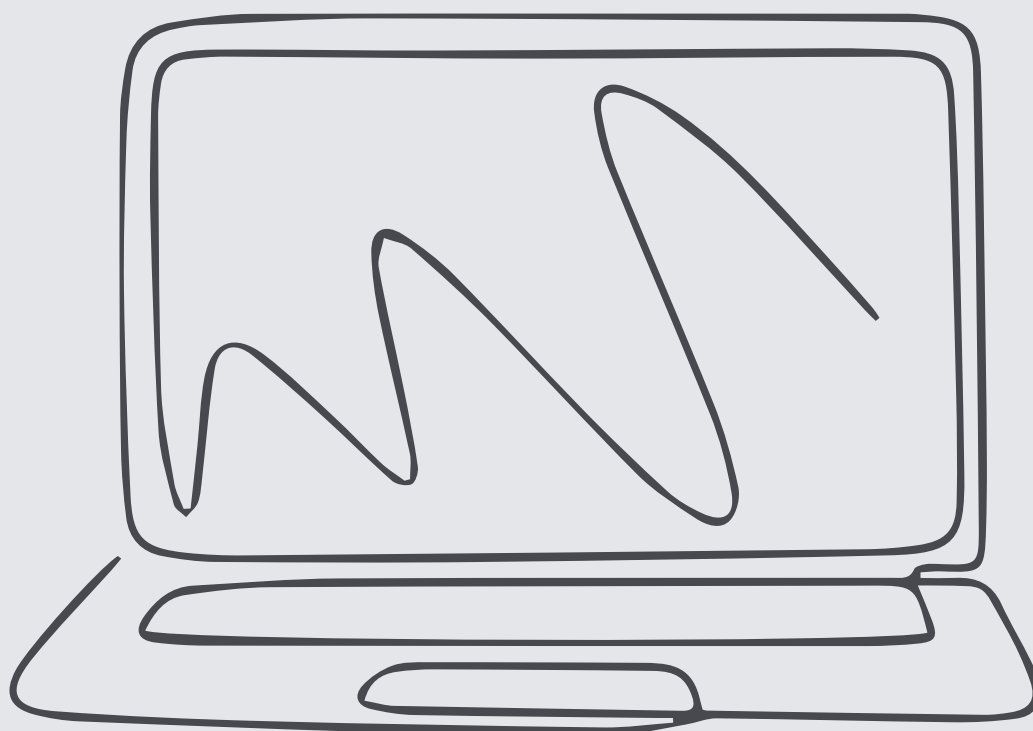


PRIRUČNIK ZA PRIJAVITELJE NEPRAVILNOSTI



Ovaj priručnik opisuje kako se koristi mrežna aplikacija koju je tvrtka SIAD stavila na raspolaganje svim zaposlenicima trgovačkih društava Grupe za prijavljivanje i/ili upozoravanje na sumnjivu povredu radne dužnosti i nezakonite aktivnosti do kojih dolazi u organizaciji.

Koristeći mrežnu aplikaciju “Comunica Whistleblowing”, zaposlenici među ostalim mogu unositi izvješća u skladu sa zakonskim odredbama EU, primjenjivim lokalnim zakonodavstvom i etičkim kodeksom, koji je integralni dio organizacije, upravljanja i kontrole koje je usvojilo trgovačko društvo.

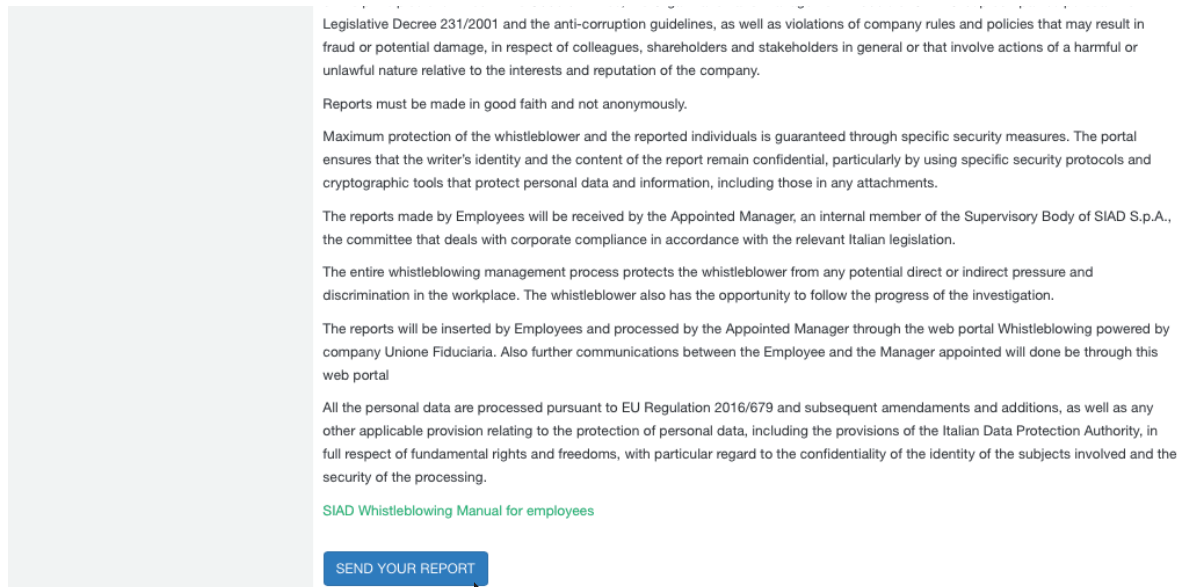
Sadržaj

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Home

Uđite u mrežnu aplikaciju “Comunica Whistleblowing” kroz namjensku stranicu mrežnog mjesta Grupe SIAD:

<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 poveznicu “send your report” kako biste ušli u mrežnu aplikaciju.

Pristup već registriranog korisnika

Token koji se traži za prijavu je “SIADWB” i automatski će se naći u obrascu.

Unesite svoje korisničko ime i kliknite na “Login” kako biste ušli u sustav.

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 još neregistriranog korisnika

Kliknite na “registration form” kako biste se registrirali i izradili svoj račun.

Username

Password

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

LOGIN



Nakon što kliknete na “**registration form**” ući ćete u stranicu na kojoj ćete morati ispuniti obrazac potreban za izradu vašeg računa.

Kao prvo, uvjerite se da imate aktivnu adresu e-pošte. Ona vam je potrebna za završetak registracije.

Ispunite obrazac za registraciju

1. Unesite svoje korisničko ime (*koristite velika slova, mala slova, brojeve*);
2. Izradite password
3. Izradite svoju osobnu lozinku (*upotrijebite kombinaciju velikih slova, malih slova i brojeva*) i ponovno je upišite kako biste je potvrdili;
(*Trebat će vam korisničko ime i lozinka kako bi ste ušli u sustav nakon dovršetka registracije*)
1. Unesite svoje ime i prezime;
2. Unesite adresu svoje e-pošte;
3. Unesite token: “**SIADWB**”
4. Na kraju upišite sigurnosni kôd koji se nalazi u donjem desnom kutu, a zatim kliknite na: “**Register**”



WHISTLEBLOWING

Powered by UNIONE FIDUCIARIA

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

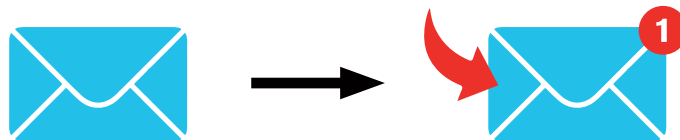
S27TVO|

[Refresh security code](#)

CANCEL

REGISTER





Nakon što kliknete na stavku “Register” sustav će na adresu e-pošte koju ste dostavili poslati poveznicu za potvrdu, morate kliknuti na nju kako biste aktivirali svoj račun, u poruci e-pošte naći ćete podatke o svojem računu. Nakon potvrde možete ući u sustav.

Oporavite podatke svojeg računa

U slučaju da ste zaboravili svoje “Username” i/ili “password” lako ih možete oporaviti kliknuvši na stavku Recover your account detailsrecover them clicking on “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.

Podatke o svojem računu možete primiti na adresu svoje e-pošte.

Unesite token: “SIADWB”;

Unesite korisničko ime ili adresu e-pošte upotrijebljenu za registraciju;

Upišite 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 s izvješćem

Nakon prijave imat ćete dvije mogućnosti:

- Ako kliknete: **“Insert Report”** moći ćete unijeti novo izvješće (*slijedeći upute iz ovog vodiča naći ćete dodatne korake za unos svojeg izvješća*);
- Ako kliknete: **“Go to your Reports”** možete ići na stranicu sa svim izvješćima koja ste već unijeli (*ova funkcija je korisna za provjeru statusa svih unesenih izvješća: primjer: datum, poslano izvješće - preuzimanje odgovornosti - izvješće je zatvoreno*)



Search Reports

Process:

Report SIAD

Report Status:

All

All/Open/Closed

All

START SEARCH

Inserted reports

	ID	DATE	STATUS	PROCESS	ALERT	
	SIAD_10	13/05/2020	Report Sent	Report SIAD		SHOW
	SIAD_7	11/05/2020	Report Sent	Report SIAD		SHOW
	SIAD_8	11/05/2020	Report Sent	Report SIAD		SHOW
	SIAD_3	28/04/2020	Closed	Report SIAD	-	SHOW
	SIAD_4	28/04/2020	Under processing	Report SIAD	4M	SHOW
	SIAD_2	27/04/2020	Report Sent	Report SIAD		SHOW
	SIAD_1	20/04/2020	Closed	Report SIAD	-	SHOW

Reports from 1 to 7 of 7

Previous1Next

Primjer: Snimka zaslona izvješća o pretraživanju

1 Preliminarne informacije

Nakon što kliknete na stavku “Insert Report” možete početi pisati svoje izvješće; ovdje ćete morati unijeti preliminarne informacije:

- Trgovačko društvo Grupe SIAD u kojem ste zaposleni;
- Trgovačko društvo Grupe SIAD na koje se odnosi izvješće;
- Država u kojoj je došlo do prekršaja za koji se sumnja da je počinjen;
- Odjel koji na koji se izvješće odnosi *(ako ne nađete odgovarajući naziv odjela, zapišite ga u donjem dijelu stranice)*

Nakon upisivanja preliminarnih 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 Ispunite svoje izvješće

Korak nakon preliminarnih informacija sadrži detaljan opis događaja korisnih za izvješće:

- Tko su sudionici u događaju;
- Mjesto i datum prijavljenih događaja;
- Zašto događaji/ponašanje nisu usklađeni;
- Dokumenti korisni za izvješće;
- Kako oporaviti te korisne dokumente;
- Opis događaja

Nakon upisivanja svih traženih informacija, kliknite na “Continue”

Report SIAD

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

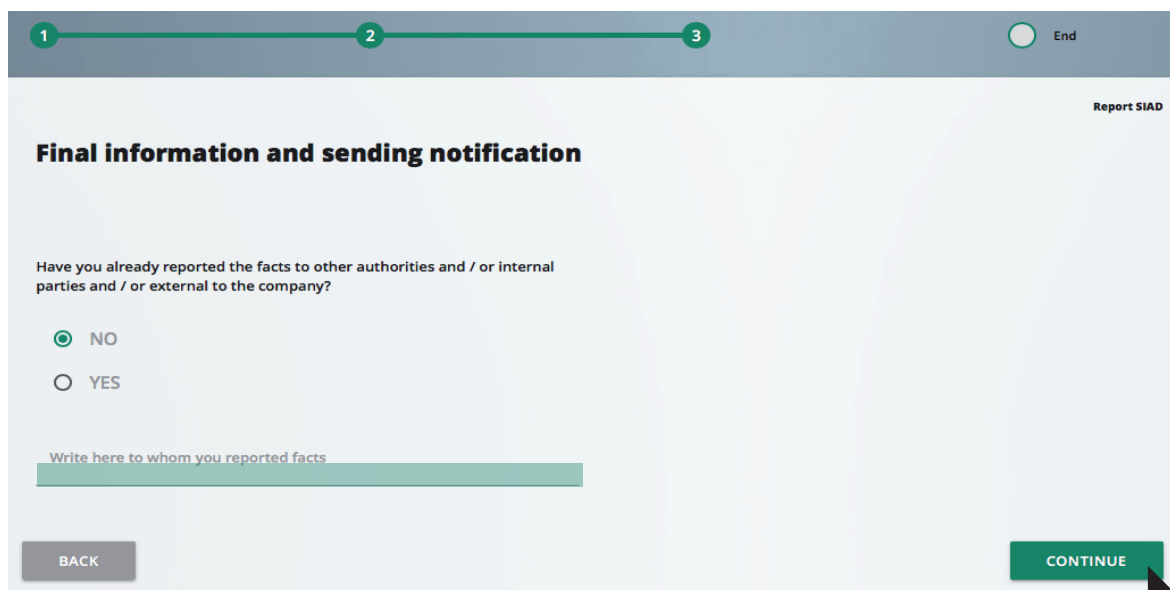
Facts description*

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

BACK CONTINUE

3 Završne informacije

Ovo je zadnji korak za podnošenje vašeg izvješća: odgovorite na pitanje.



The screenshot shows a progress bar at the top with three steps: 1 (completed), 2 (completed), and 3 (current step). To the right of the progress bar is a radio button labeled 'End'. The main heading is 'Final information and sending notification'. Below it is a question: 'Have you already reported the facts to other authorities and / or internal parties and / or external to the company?'. There are two radio button options: 'NO' (selected) and 'YES'. Below the options is a text input field with the placeholder 'Write here to whom you reported facts'. At the bottom left is a 'BACK' button, and at the bottom right is a 'CONTINUE' button, which is highlighted with a mouse cursor.

Nakon što odgovorite na pitanje, možete krenuti dalje kliknuvši na “Continue”

4 Pretpregled dokumenta

Prije nego što pošaljete svoje izvješće vidjet ćete pretpregled dokumenta tako da ćete moći provjeriti sve unesene podatke i informacije.

Ako trebate promijeniti neke informacije, kliknite na stavku “**Back**” kako biste otišli na prethodni korak

Nakon provjere svih podataka, kliknite na “**Send**” i vaše će izvješće biti poslano.

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 pozornost na sljedeće: ako kliknete na “**Send**” izvješće će se proslijediti odgovornom rukovoditelju društva i više neće biti moguće promijeniti unesene podatke ili zaustaviti poslano izvješće.

5 Pošaljite obavijest

Nakon podnošenja izvješća, od sustava ćete primiti potvrdnu poruku. Odavde ćete moći ući u mrežnu stranicu kako biste pregledali svoja poslana izvješća

