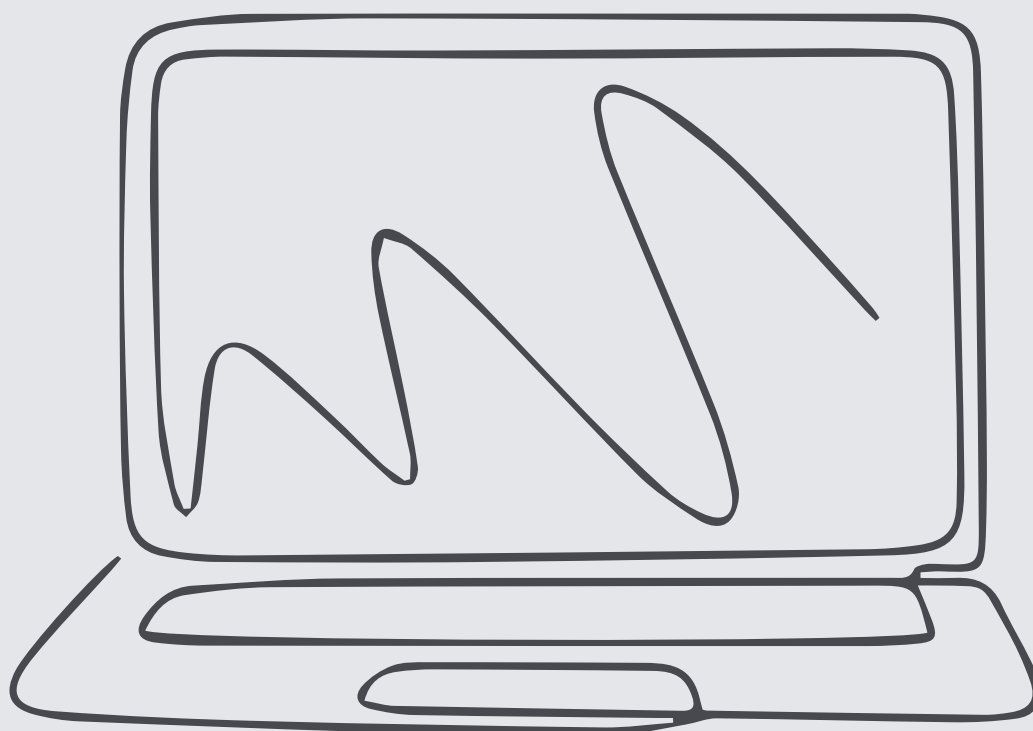


PRIROČNIK ŽVIŽGAŠTVO



V tem priročniku je opisana uporaba spletne aplikacije, ki so jo v družbi SIAD pripravili za vse zaposlene v podjetjih skupine, da lahko sporočijo in/ali izrazijo zaskrbljenost v zvezi s sumljivim ravnanjem in nezakonitimi dejavnostmi, ki se pojavljajo v organizaciji.

Z uporabo spletne aplikacije **“Comunica Whistleblowing”** lahko zaposleni vnesejo poročila, ki so med drugim v skladu z določbami zakonodaje EU, veljavno lokalno zakonodajo in etičnim kodeksom, ki je sestavni del modela organizacije, upravljanja in nadzora, ki so ga sprejeli v podjetju.

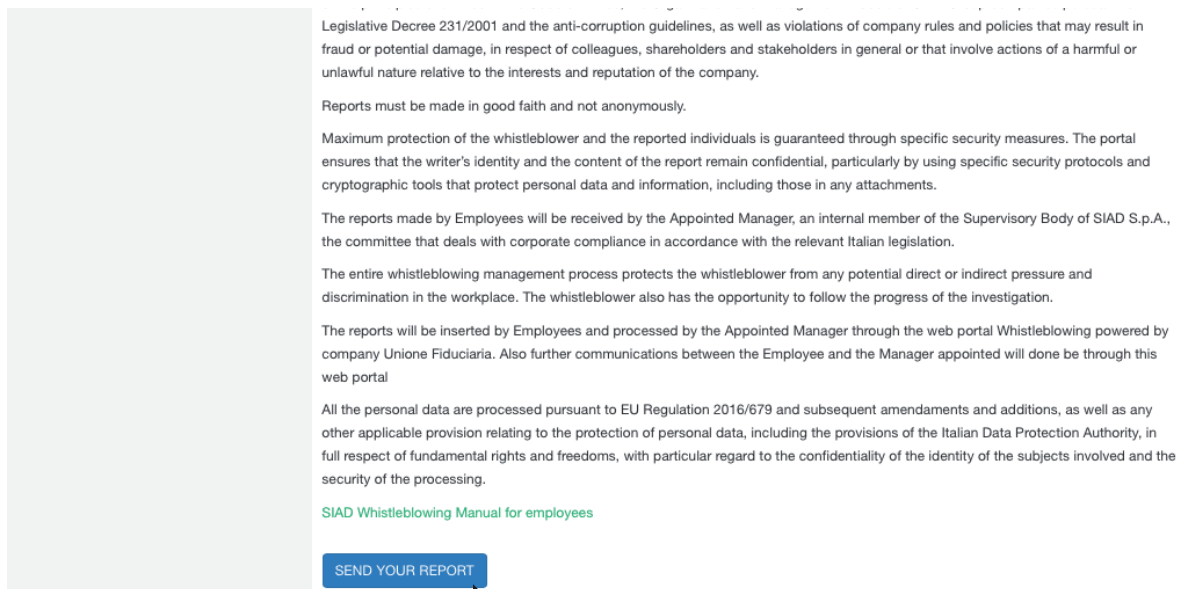
Kazalo

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Home

Za dostop do spletne aplikacije “Comunica Whistleblowing” uporabite namensko stran spletnega mesta skupine 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

Za vstop na spletno aplikacijo kliknite na povezavo “send your report”.

Dostop za registriranega uporabnika

Zahtevan žeton za prijavo je “SIADWB” in je samodejno prisoten v obrazcu.

Vnesite svoje uporabniško ime in geslo ter kliknite na “Login” za vstop v 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

Dostop za uporabnika, ki še ni registriran

Kliknite na “registration form”, da se registrirate in ustvarite račun.

Username

Password

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

LOGIN

Po kliku na “registration form” boste vstopili na stran, kjer morate izpolniti obrazec, ki je potreben za ustvarjanje računa.

Najprej se prepričajte, da imate aktiven e-poštni naslov. Potreben je za dokončanje vaše registracije.

Izpolnjevanje obrazca za registracijo

1. Vpišite svoje uporabniško ime (uporabite velike črke, male črke, številke);
2. Ustvarite password
3. Ustvarite svoje osebno geslo (uporabite kombinacijo velikih črk, malih črk in številke) in ga za potrditev ponovno vpišite;

(Uporabniško ime in geslo boste potrebovali za vstop v sistem po dokončanju registracije)

1. Vpišite svoje ime in priimek;
2. Vpišite svoj e-poštni naslov;
3. Vpišite žeton: “SIADWB”;
4. Za zaključek vpišite varnostno kodo, ki jo najdete na spodnji desni strani, nato 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

S27TV0

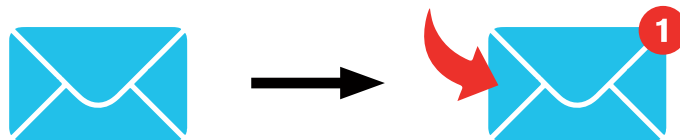
S27TV0|

[Refresh security code](#)

CANCEL

REGISTER





Po kliku na “register” sistem na e-poštni naslov, ki ste ga vpisali, pošlje potrditveno povezavo, na katero morate klikniti, da aktivirate vaš račun. V e-poštnem sporočilu boste našli podrobnosti vašega računa. Po potrditvi lahko vstopite v sistem.

Obnovitev podrobnosti vašega računa

Če ste pozabili vaše “Username” in/ali “Password”, ju lahko enostavno obnovite s 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.

Podrobnosti vašega računa lahko prejmete na vaš e-poštni naslov.

Vpišite žeton “SIADWB”;

Vpišite uporabniško ime ali e-poštni naslov, ki ste ga uporabili za registracijo;

Vpišite varnostno kodo, ki jo vidite na spodnji desni strani;

Kliknite na “Obnovi”

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



1 Predhodne informacije

Po kliku na “Insert Report” lahko začnete pisati vaše poročilo; tukaj morate vnesti predhodne informacije:

- Podjetje skupine SIAD, v katerem delate;
- Podjetje skupine SIAD, na katerega se nanaša poročilo;
- Država, v kateri je prišlo do sumljive kršitve;
- Vključen oddelek (če ne najdete ustreznega imena oddelka, to zapišite spodaj)

Ko izpolnite predhodne informacije, 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 Vnesite poročilo

Naslednji korak po predhodnih informacijah je podroben opis dogodkov, koristnih za poročilo:

- Kdo so vključene osebe;
- Lokacija in datum dogodkov v poročilu;
- Zakaj dogodki/obnašanja niso ustrezni;
- Dokumenti, uporabni za poročilo;
- Kako obnoviti te uporabne dokumente;
- Opis dogodkov

Ko izpolnite vse zahtevane informacije, kliknite na “Continue”

The screenshot shows a web form titled "Fill in your report" with a progress bar at the top indicating three steps. Step 2 is active. The form contains several sections: "Who are the main parties or subjects involved?*" with the input "Mario Rossi - Purchasing Officer"; "Place and date / time frame in which the events in question occurred*" with the input "Bergamo"; "The conduct is illegal because:*" with a checked option "Violates the Code of Conduct / Code of Ethics" and several unchecked options; "Attach any documents useful for reporting" with three radio button options, the last of which is selected; "Indicate how the manager could get to these documents" with the input "Summon Purchasing Office Manager"; and "Facts description*" with the input "Mario Rossi has accounted for false invoices in order to create tax advantages for the company". At the bottom, there are "BACK" and "CONTINUE" buttons, with a mouse cursor pointing at the "CONTINUE" button.

1 2 3 End

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

Specify

Facts description*

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

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

BACK CONTINUE

3 Zaključne informacije

To je zadnji korak za pošiljanje vašega poročila: odgovor na vprašanje.

The screenshot shows a web interface for the 'Report SIAD' process. At the top, a progress bar has three steps: 1 (active), 2, and 3, followed by an 'End' button. The main heading is 'Final information and sending notification'. Below it, a question asks: '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 green 'CONTINUE' button with a mouse cursor pointing at it.

Po odgovoru na vprašanje lahko nadaljujete s klikom na “Continue”

4 Predogled dokumenta

Pred pošiljanjem vašega poročila si lahko ogledate predogled dokumenta in tako preverite vse vstavljene podatke in informacije.

Če morate nekatere informacije spremeniti, kliknite na “Back”, da se pomaknete na prejšnji korak.

Ko preverite vse podatke, kliknite na “Send” in vaše poročilo se bo poslalo.

1 2 3 End

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 advantages

BACK SEND

Bodite pozorni: ko kliknete na “Send”, se poročilo posreduje pristojnemu direktorju podjetja in vnesenih podatkov ne bo več možno spreminjati, poslanega poročila pa ne bo več možno ustaviti.

Po pošiljanju poročila boste iz sistema prejeli potrditveno sporočilo. Od tu lahko vstopite na spletno stran, da si ogledate vaša poslana poročila

