



# WHISTLEBLOWING REPORT

231\_MOD 07.00

Revision 00 Date 20/12/2024

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## WHISTLEBLOWING REPORT

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### 1. PURPOSE AND SCOPE

This document serves as the template for reports to be submitted to the Whistleblowing Manager or the Supervisory Body (OdV) of Taka SRL.

### 2. RESPONSIBILITY

The update of the template of this document is the responsibility of the LEGAL office. The collection of records using this template is the responsibility of the Supervisory Body (OdV) and the Whistleblowing Manager.

### 3. WHISTLEBLOWING REPORT TEMPLATE

With the support of this form, you can report:

- A behavior or situation contrary to the regulations, directives, policies, and internal procedures adopted by the Company, which may potentially constitute a crime;
- Violations of European Union law.

Any irrelevant reports will be considered non-executable and, therefore, will be archived. In particular, the following reports are not relevant:

- Those related to personal interests concerning claims or complaints about relationships with colleagues;
- Those containing insulting tones or personal offenses, moral judgments, or intended to offend or harm the honor and/or personal and/or professional decorum of the person or people to whom the reported facts refer;
- Those based on mere suspicions or rumors related to personal matters that do not constitute an offense;
- Those with purely defamatory or slanderous purposes;
- Those of a discriminatory nature, referring to sexual, religious, or political orientations, or to the racial or ethnic origin of the reported person.

Please note that:

- Any malicious reports may lead to disciplinary action against you;
- Any good faith reports may be supplemented or corrected at any time;
- Your report will be managed with the utmost confidentiality, and you will not face any retaliation for reporting;
- Your report can be anonymous;
- If the report is not anonymous, you will receive an acknowledgment of receipt within 7 days of the report.

TO ENSURE THE CONFIDENTIALITY OF YOUR REPORT, PLEASE PLACE THE COMPLETED FORM INSIDE THE ENVELOPE PROVIDED ALONG WITH THE FORM BEFORE PLACING IT IN THE "WHISTLEBLOWING REPORTS" BOX. REMEMBER TO MARK THE ENVELOPE IF THE REPORT IS URGENT, IN CASE THE FACTS REPORTED NEED TO BE INVESTIGATED WITHIN 7 DAYS. WE REMIND YOU THAT YOU CAN ALSO MAKE A REPORT THROUGH THE MY WHISTLEBLOWING PORTAL.



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## REPORT

ANONYMOUS  NON-ANONYMOUS

PERSON WHO REPORTED: \_\_\_\_\_

CONTACT DETAILS: TEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_

IF IT IS NECESSARY TO DISCLOSE YOUR IDENTITY TO THE REPORTED PERSON IN ORDER TO CONDUCT INVESTIGATIONS REGARDING YOUR REPORT

**I CONSENT TO THE DISCLOSURE OF MY IDENTITY:**

YES  NO

**DESCRIBE THE FACTS OF THE REPORT (behaviour, date, and location of the incident, involved parties)**

\_\_\_\_\_  
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### THE INCIDENT

OCCURRED  IS OCCURRING  IS LIKELY TO OCCUR

### HOW THE INCIDENT BECAME KNOWN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### WITNESSES AND THEIR NAMES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**HAS THE INCIDENT ALREADY BEEN REPORTED? IF YES, TO WHOM?**

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**DEPARTMENT/FUNCTION IN WHICH THE INCIDENT OCCURRED**

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**ATTACHED DOCUMENTS**

YES  NO

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_