

## 1.

### WHO CAN MAKE A WHISTLEBLOWING REPORT?



The report can be sent by any employee, director, manager, third person who interacts with Epta (customers, suppliers, contractors, etc.), volunteers, trainees, job applicants, former employees



## 2.

### WHAT CAN YOU REPORT?

It is possible to anonymously report in good faith and to the extent of direct knowledge, detailed events based on precise and coherent factual elements or on reasonable suspicions, acquired in a work-related context, which are or may reasonably be linked to the violation of:

Code of Ethics



Epta Group policies, directives, procedures



Applicable laws and regulations



(Limited to Epta SpA) Legislative Decree 231/2001 and of the Organizational, Management and Control Model as adopted by Epta.

## 3.

### HOW TO SUBMIT A WHISTLEBLOWING REPORT?

The Epta Group Whistleblowing System is available through the following link:

<https://eptawhistleblowing.integrityline.com>



1 The Platform provides guarantees of adequate security measures to keep the Whistleblower's identity protected as well as to ensure confidentiality of the information provided



2 The Whistleblower is required to fill in the relevant sections and report the facts



3 The Whistleblower is then required to set up their own password through which it will be possible to access again to the whistleblowing report and to provide further information, interact with the Head of Internal Auditor's whistleblowing report recipient as well as to be kept informed about the status of the report



4 After having acknowledged the Personal Data Protection Notice, it will be possible to submit the whistleblowing report, an ID number will be received as well as a notice within the platform as acknowledgement of receipt



For any technical issue in reaching the platform, please use the QR Code to contact the Epta Group IT department



## 4.

### WHAT HAPPENS AFTER HAVING SUBMITTED THE REPORT?

The Whistleblowing Report is received by the Head of Internal Audit which:

Carries out a preliminary assessment of the case, being able to decide to start the investigation or to close the report (For example if it deems it manifestly ungrounded or excluded from the scope of the procedure)

Provides the Whistleblower with feedback about the progress and outcome of the Whistleblowing Report, within a reasonable period of time, which shall not exceed 3 months from the acknowledgment of receipt

A

B

C

If they deems the report admissible, they manages the report, directly or through the involvement of other corporate functions, depending on the subject matter of the report



Before sending the report, we invite you to view the complete procedure which sets forth the process for the whistleblowing report, as published on the Epta website

Use the QR code to read all documentations available



[www.eptarefrigeration.com](http://www.eptarefrigeration.com)

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