WHISTLEBLOWING PROCEDURAL FLOW



	ACTIVITY DESCRIPTION	FUNCTION	FLOW
1	Identification of the Whistleblowing Management System	Top Management	External consultant
2	Report submission Indication of the Facilitator, if present	WHISTLEBLOWER	FACILITATOR
3	Use of Methods and Tools provided through the Internal Channel set up by the Company	WHISTLEBLOWER	IT Channel platform Vita channel: Verbal meeting with SGS or vocal message recorded via the platform
4	Taking charge of the report	WHISTLEBLOWING MANAGEMENT SYSTEM	External consultant
5	Notification to the Whistleblower indicating receipt and taking charge of the report within 7 gg.	WHISTLEBLOWING MANAGEMENT SYSTEM	Notice of taking charge charge
6	Pre-analysis Does the report meet the requirements envisaged by Leg. Decree 24/23 ?	WHISTLEBLOWING MANAGEMENT SYSTEM	YES NO
7	Meeting, if need be, with the identified internal contact person/entity HR Manager	WHISTLEBLOWING MANAGEMENT SYSTEM	HR Manager
8	Possible emergence of a conflict of interest with the HR Manager	WHISTLEBLOWING MANAGEMENT SYSTEM	Other contact person
9	Investigation Activity aimed at acquiring, with utmost confidentiality, all useful elements for evaluating the report. SGS may need to avail itself of the collaboration of other entities (internal and/or external) to complete the investigation.	WHISTLEBLOWING MANAGEMENT SYSTEM	Entity supporting SGS during the investigation phase
10	Evaluation and final outcome: 1) Evaluation is conducted based on the elements gathered during the investigation phase. 2) Issuance of the final investigation report containing the evaluation of the report contents and its transmission to the relevant recipients.	WHISTLEBLOWING MANAGEMENT SYSTEM	Final investigation report i
	3) Positive outcome = the report is true; Negative outcome = the report is groundless		Employer Legal Representative
11	 4) Report recipients give their suggestions on the possible application of sanctioning procedures. 5) Communication to Internal Entities regarding disciplinary measures under the Sanctioning System. This phase could be activated even in the case of a negative outcome as the possibility of applying the sanctioning system to the bad faith whistleblower could be evaluated. 	RECIPIENTS OF REPORT OUTCOME	Employer Legal Representative
L	6) Communication to interested External entities, where deemed necessary.		External ENTITIES
12	The final archiving of the documentation (max. 5 years) is the responsibility of the Whistleblowing management system	WHISTLEBLOWING MANAGEMENT SYSTEM	SGS archive
13	Whistleblowing Register: The Whistleblowing Management System keeps the Whistleblowing Register updated indicating the outcome of the reports received.	WHISTLEBLOWING MANAGEMENT SYSTEM	Whistleblowing register
14	Feedback on the report status to be given to the Whistleblower within 3 months.	WHISTLEBLOWING MANAGEMENT SYSTEM	Report status