



# INSTRUCTIONS FOR THE WHISTLEBLOWER

## 1. Entering a new report

To file a report, use the unauthenticated link on the Company website at the page <https://marsilli.com/sustainability/> or copy the following link <https://whistleblowing.marsilli.it> in your browser.

MARSILLI

EN

Modulo Whistleblowing  
powered by KEISDATA

Welcome to the platform for the management of reports of offenses, follow the steps to enter a new report or view the reports already entered, in total confidentiality

To review your report information or get updates, enter the CODE and KEY here

Code

Key

ENTER IN YOUR REPORT

WHISTLEBLOWING - ENTER NEW REPORT OF BREACHES

Click on botton

**Please note:** once a report has been entered, you need to periodically check for updates to the report, as this reporting channel does not provide for any notification to the reporting person (see chapter 2).



Entering a **new report** involves **8 steps**:

- **Step 1 (mandatory)**

Select the Company for which you want to file a report.

The screenshot shows the 'whistleblowing' interface, powered by KEISDATA. A progress bar at the top indicates 8 steps: 1. Start, 2. Reporting channel, 3. Attachments, 4. Documents, 5. Send. The current step is 'Reporting channel'. A blue callout box points to the 'Select the company of the Group to which you report' dropdown menu, which currently shows 'MARSILLI S.p.A.'. Another blue callout box points to a checked checkbox labeled 'I declare that I have read the information on the processing of personal data'. A third blue callout box points to the 'NEXT' button. At the bottom, there are two red buttons: 'EXIT AND ABANDON' and 'NEXT'.

1. Select the Company for which you want to file a report from the list shown

2. Confirm acknowledgment of the policy, if any

3. Click to continue



- **Step 2 (mandatory)**

Select the Direct or Alternative channel. This shows the person or group of people who will be able to manage the report.

**MARSILLI** Whistleblowing powered by KEISDATA

Progress bar: 1. Start (checked), 2. Description channel (active), 3. Pre-Assessment, 4. Corporate Data, 5. Event Description, 6. Attachments, 7. Documents, 8. Send

1. Select Direct or Alternative channel. They usually match.

The report concerns the role of Group Pre-Assessment Whistleblowing ? Organismo di Vigilanza - MARSILLI

NO - CONTINUE WITH THE NORMAL PROCESS YES - SKIP THE PRE-ASSESSMENT

Pre-evaluation choice

The report concerns the Function of the Direct Channel function ? Organismo di Vigilanza - MARSILLI

NO - CONTINUE WITH THE DIRECT CHANNEL YES - CONTINUE WITH THE ALTERNATIVE CHANNEL

Channel Choice

PREVIOUS NEXT

2. Click to continue



- **Step 3 (mandatory)**

Select the Whistle-blower category and, at your discretion, one or more violations that are subject of the report, if known.

The screenshot shows a multi-step reporting process. At the top right, it says "Whistleblowing powered by KEISADA". A progress bar at the top indicates the following steps: 1. Start (checked), 2. Reporting channel (checked), 3. Scope of the report (current step, highlighted in red), 4. Corporate Data, 5. Event Description, 6. Attachments, 7. Documents, and 8. Send.

Below the progress bar, there are three main input areas:

- Category of the reporting party:** A dropdown menu with a blue callout box pointing to it that says "1. Select the Whistle-blower category".
- Main subject of the report:** A text input field.
- Violations:** A dropdown menu with a blue callout box pointing to it that says "2. Select the violation(s)".

At the bottom of the form, there are two buttons:

- A red button labeled "PREVIOUS".
- A grey button labeled "NEXT" with a blue callout box pointing to it that says "3. Click to continue".



- **Step 4 (NOT mandatory)**

Where there are company areas to choose, you may indicate them as well as choose whether to enter the names of the subjects involved. This step is not mandatory and the required information can still be entered in step 5: description of the facts.

The screenshot shows a multi-step reporting process. At the top right, it says "Whistleblowing powered by KEISADA". A progress bar at the top indicates seven steps: 1. Start (checked), 2. Reporting channel (checked), 3. Scope of the report (checked), 4. (highlighted in red, indicating the current step), 5. (black), 6. (black), and 7. Send (black). Below the progress bar, there is a "Company Area" dropdown menu. A blue callout box points to this area with the text "1. Select the processes involved, if any". Below that is a section titled "Main subjects involved in the report" containing a table with columns for "Name", "Surname", and "Role". An "ADD" button is located to the left of the table. A blue callout box points to the "ADD" button with the text "2. Enter the subjects involved". At the bottom of the form, there are two red buttons: "PREVIOUS" on the left and "NEXT" on the right. A blue callout box points to the "NEXT" button with the text "3. Click to continue".



- **Step 5 (mandatory)**

This is the most important step of the report in which you will describe the event by detailing the facts. Description can be made through 2 mutually exclusive ways:

- Free text (default)
- Audio message

Free text	<p>The screenshot shows the 'Event Description' step of a Whistleblowing report form. A progress bar at the top indicates that 'Start', 'Reporting channel', 'Scope of the report', and 'Corporate Data' are completed, while 'Event Description' is the current step. Below the progress bar, there is a text input field with the placeholder 'Enter a brief description of the event'. A red 'PREVIOUS' button is on the left, and a grey 'NEXT' button is on the right. Two blue callout boxes provide instructions: '1. Free text to describe the report by detailing the facts' points to the text input field, and '2. Click to continue' points to the 'NEXT' button.</p>
Audio message	<p>The screenshot shows the 'Event Description' step of a Whistleblowing report form, similar to the previous one. However, the 'I authorize voice recording' checkbox is checked. A microphone icon is visible below the checkbox. A red 'PREVIOUS' button is on the left, and a grey 'NEXT' button is on the right. Three blue callout boxes provide instructions: '1. Give consent. PLEASE NOTE: the voice cannot be modified.' points to the checked checkbox; '2. Click on the microphone to start recording. Give confirmation to use the microphone, should the browser ask for it.' points to the microphone icon; and '3. Click to continue' points to the 'NEXT' button.</p>



- **Step 6 (NOT mandatory)**

You have the possibility to attach files such as documents, images, etc.

**Whistleblowing**  
powered by **KEISDATA**

Start Reporting channel Scope of the report Corporate Data Event Description **Attachments** Documents Send

In this section you can attach useful documents to substantiate your report

**ADD**

1. Click to attach documents

2. Click to continue

PREVIOUS NEXT

- **Step 7 (NOT mandatory)**

You can provide information regarding specific documentation available in the company and useful to the report, and whether reporting has already been made to other authorities.

**Whistleblowing**  
powered by **KEISDATA**

Start Reporting channel Scope of the report Corporate Data Event Description Attachments **Documents** Send

I am aware of documents useful for reporting filed in

Indicate where the documents are stored

Reachable in the following ways

Indicate link or path to reach document folder

Indicate another method (ex: summon responsible person v.vz)

The facts have already been reported to another authority or internal entity

Yes

No

Click to continue

PREVIOUS NEXT



- **Step 8 (mandatory)**

It is the last step, where you can either enter your data or contact details by choosing “YES” and filling in the fields or remain anonymous by choosing “NO”.

**Whistleblowing**  
powered by **KEISDATA**

Start Reporting channel Scope of the report Corporate Data Event Description Attachments Documents Send

Please note that the competent body that will take charge of the report is required to maintain the confidentiality of the identity of the whistleblower vis-à-vis the Company, except in cases expressly established by law (for example, upon specific request by the Judicial Authority).

Do you want to send your contacts to the Reporting Manager?

Yes

No

Click to send the report

PREVIOUS SEND

## **TO BE NOTED when sending the report**

After pressing the SEND button, you will receive in real time an **ID** and a **password**, which uniquely identify your report.

You will have to keep the ID and password to monitor the progress of the report and to be able to communicate with the Whistleblowing management body. Please note: should you lose the ID and password, they cannot be recovered and you will have to open a new report.

If desired, you can obtain a document summarizing the report just entered. **Please note:** this document is available only in the final stage and when receiving the codes.





## Example of the final page

REPORT IDENTIFICATION CODE

Here is the code of your report

Code : **DPS-20246-19-20506**

Key : **umSLn**

you will be able to access the report **ONLY** thanks to this code, so keep it carefully

After logging in, you will be able to:

- Check the progress of the report
- Continue to engage in confidential dialogue within this platform with the whistleblower

**ATTENTION!!!**  
It is essential and necessary that you keep the code in a safe place, when you close this page it will **NO** longer be available or regenerated. Through the platform you will be notified that your report has been taken care of.

You can download the summary document of the report using the button below; That action is only available at this time

**DOWNLOAD DOCUMENT**

Example of Code

Example of key

The Whistleblower can obtain a document summarizing the report entered



## 2. Access to a previously entered report

In order to monitor a report and communicate with the Whistleblowing managing body, you must be in possession of the ID and password identifying the report you previously entered, access the link already used in the initial phase available on the company website at the page <https://marsilli.com/sustainability/> or copy the following link <https://whistleblowing.marsilli.it> in your browser.

You will then need to enter the ID and password in the appropriate spaces and enter the report.

The screenshot shows the 'Modulo Whistleblowing' interface, powered by KEIS DATA. It includes a Marsilli logo, a language dropdown set to 'EN', and a welcome message: 'Welcome to the platform for the management of reports of wrongdoing, follow the steps to enter a new report or view the reports already entered, in total confidentiality'. Below this, it says 'To review the data of your report or have updates, enter the code here:'. There are two input fields labeled 'Code' and 'Key'. To the right, there are two buttons: a green 'ENTER THE REPORT' button and a red 'SUBMIT NEW REPORT' button. Three blue callout boxes provide instructions: '1. Insert the Code of your report' points to the 'Code' field, '2. Insert the Key of your report' points to the 'Key' field, and '3. Click the button' points to the green 'ENTER THE REPORT' button.