



# INSTRUCTIONS FOR USING MY WHISTLEBLOWING SOFTWARE PLATFORM

231\_MOD 10.00

Revision 01 Date 12/12/2024

In compliance with legal requirements and with the aim of ensuring fairness and transparency in the conduct of its activities, we have set up an IT-based 'Whistleblowing' system, available to anyone wishing to report situations relevant for legal purposes or internal regulations. With this guide, we provide the steps to follow in order to make a report.

For further details on company procedures regarding the reporting of misconduct, the tutorial provided by the system manager will be sent to you along with access credentials in the first communication. Finally, we remind you that reports can also be made in written or oral form, according to the instructions provided in the 'Whistleblowing Form' available on the company website.

## CHARACTERISTICS OF THE REPORT

The report must refer exclusively to non-compliance with regulations or internal procedures and regulations, including the Code of Ethics. Therefore, reports related to complaints, personal requests, or, more generally, circumstances not relevant to the matters at hand may not be considered.

Reports must be made in good faith, be detailed, and based on precise and consistent factual elements, in order to ensure the effectiveness of the tool made available to you. Anyone who makes reports with malice or gross negligence that are later found to be unfounded may be subject to disciplinary sanctions.

## MANAGEMENT OF REPORTS

To protect both the "whistleblower" and the "reported person," the necessary security measures have been implemented: regardless of whether the "whistleblower" chooses to make the report anonymously or not (as indicated in the following point 6), the confidentiality of the identity of the person making the report and the content of the report is guaranteed through secure protocols and encryption tools that protect personal data and the information provided. The identity of the whistleblower is never disclosed without their consent, except in cases required by current regulations.

The responsible body for managing the reports is the Whistleblowing Manager, in conjunction with the Supervisory Body. In addition to the information provided, we invite you to review the "Whistleblowing" procedure issued by the Company.

## HOW TO SUBMIT A REPORT

1. Access the link <https://areariservata.mygovernance.it/#!/WB/TAKA> and complete the form by entering your first name, last name, and a personal email address (please do not use your company email, as required by the Privacy Authority).





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**Fill the form to receive the credentials**

Name

Surname

Email \*

Please do not use your company email

This e-mail will not be visible to the Company. It will only be used to notify you of new communications from the Control Body.

I have read and accepted the [privacy policy](#) \*

Send

[Forgot password?](#) [Click here to reset](#)  
If you need any help contact us by [clicking here](#)

This service is managed by MYGO S.r.l., Via del Corso, 92 Roma | P.iva 14356531005

2. Follow the instructions received in the email containing the Unique Access Credentials.
3. Log in to your account using your credentials.

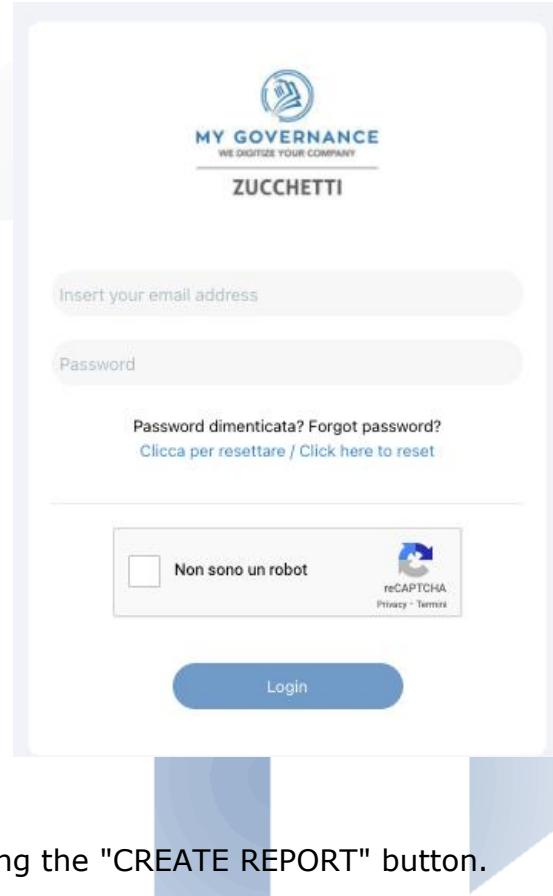




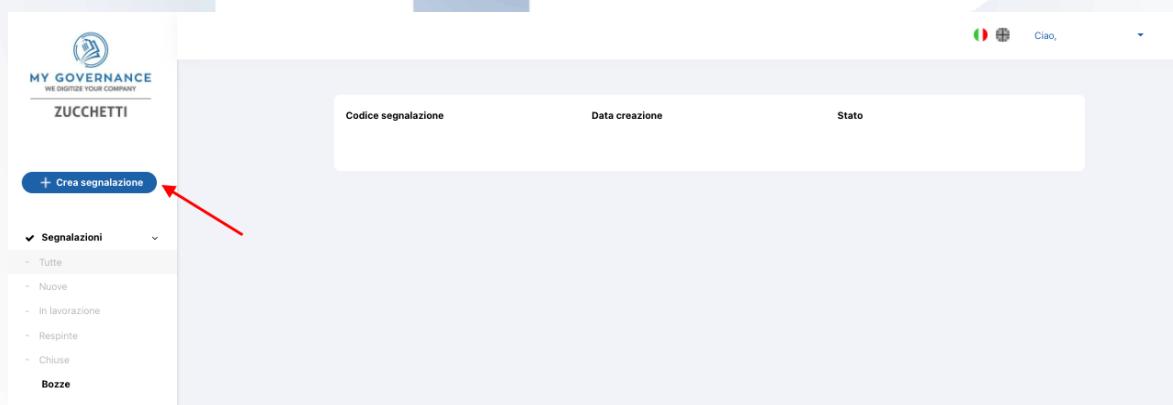
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4. Proceed by clicking the "CREATE REPORT" button.



6. At this point, it will be possible to proceed with the report:  
(a) anonymously, by selecting the appropriate option,  
(b) or non-anonymously, but with the confidentiality guarantees required by law.





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Dati del segnalante

1 — 2 — 3 — 4 — 5 — 6 ►

Segnalazione anonima (i)

Nome del Segnalante\* Cognome del Segnalante\* Codice fiscale\*

\*\*\*\* \*\*\*\* \*\*\*\*

7. Once the reporting method is determined, the whistleblower will proceed by filling out the form. Fields marked with the \* symbol are mandatory. Some fields are open and require a minimum number of characters.

