

	WHISTLEBLOWING REPORT	231_MOD 07.00
		Revision 02 Date 14/07/2026

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Rev.	Date	Description Edit	Preparation	Verification	Approval



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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 <https://private.mygovernance.it/mywhistleblowing/taka/69127>.

REPORT

☐ ANONYMOUS ☐ NON-ANONYMOUS

PERSON WHO REPORTED: _____

CONTACT DETAILS: TEL: _____ EMAIL: _____



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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

LOCATION OF OCCURRENCE ☐ TAKA 1 ☐ TAKA 2 ☐ TAKA 3

EVENT DATE: _____

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

THE INCIDENT ☐ OCCURRED ☐ IS OCCURRING ☐ IS LIKELY TO OCCUR

HOW THE INCIDENT BECAME KNOWN

WITNESSES AND THEIR NAMES

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



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DEPARTMENT/FUNCTION IN WHICH THE INCIDENT OCCURRED

- ☐ Application Laboratory
- ☐ Quality Control Laboratory
- ☐ Legal
- ☐ Logistics
- ☐ Maintenance
- ☐ Marketing
- ☐ Research & Development (R&D)
- ☐ Administration
- ☐ Customer Technical Support
- ☐ Sales
- ☐ Back Office
- ☐ Management Control
- ☐ Academy Director
- ☐ Purchasing Director
- ☐ Administrative & HR Director
- ☐ Operations Director
- ☐ Sales Director
- ☐ Facilities Management
- ☐ Production
- ☐ Health, Safety & Environment (HSE)
- ☐ Human Resources (HR)
- ☐ Information Technology (IT)
- ☐ Other

ATTACHED DOCUMENTS

☐ YES ☐ NO

DATE: _____

SIGNATURE: _____