

Instructions for the Reporter

1. Insertion of a new report

The unauthenticated link available to the Reporter is: https://stmforging_whistleblowing.keisdata.it

Inserting a new report consists of 8 steps and in most of them it is not necessary to enter information.

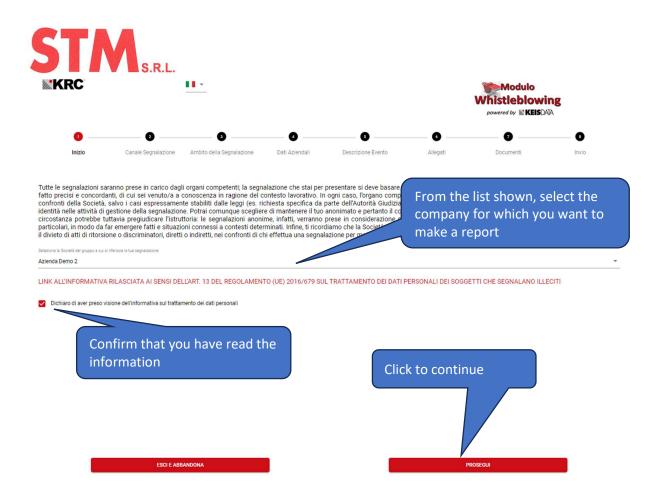


Important: once a report has been entered, the Reporter must periodically check for updates on the report itself as this channel for entering reports does not provide for any sending of emails to the Reporter himself..

• Step 1 (mandatory to provide information)

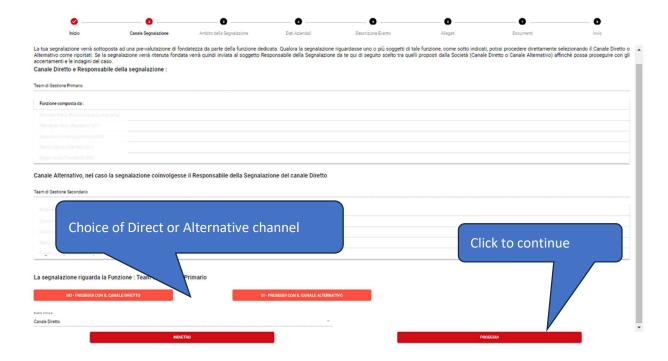
In this step you select the company for which you want to insert a report





• Step 2 (mandatory to provide information)

Choice of Direct or Alternative Channel (= group of people who will be able to manage the report).



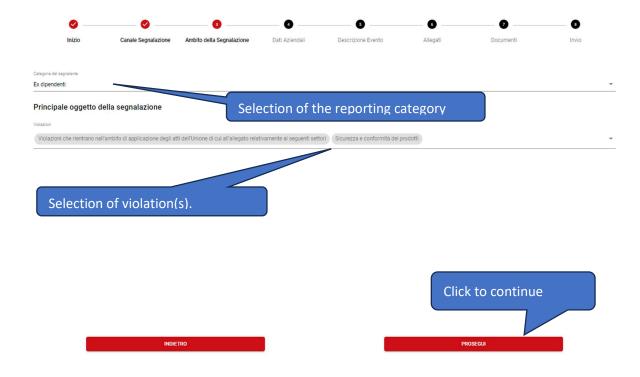






• Step 3 (mandatory to provide information)

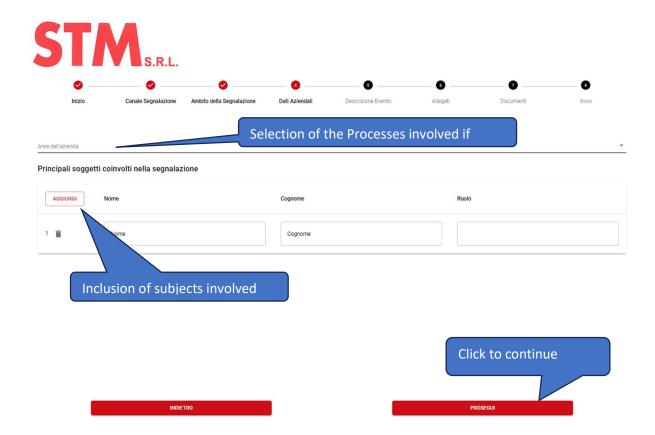
Selection of the category to which the Reporter belongs and choice, at the discretion of the Reporter, of one or more violations the Company is incurring.



• Step 4 (It is not mandatory to provide information)

If the Company has inserted it, the Processes involved in the report and the names of the subjects involved can be inserted, at the discretion of the Reporter; these can however be inserted in step 5, the focus of the report, in the free text provided or in the audio message.





• Step 5 (mandatory to provide information)

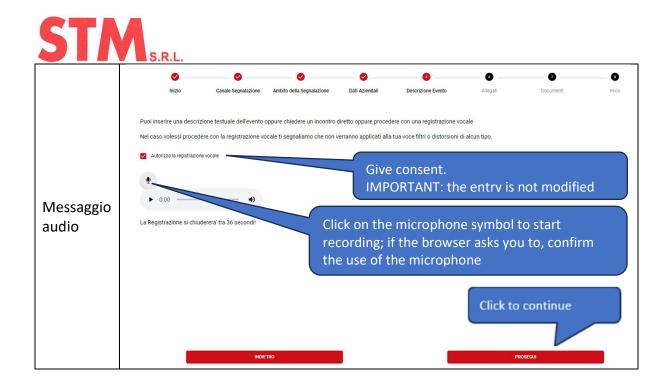
It is the crucial point of the report in which the Reporter describes the event; the description can take place through 2 mutually exclusive methods:

- free text (default)
- o audio message



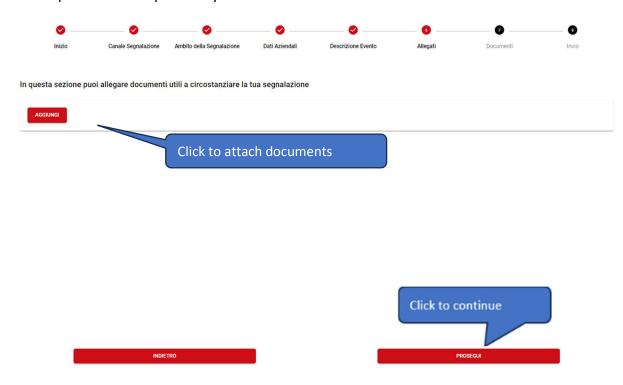






• Step 6 (It is not mandatory to provide information)

The Reporter has the possibility to attach documents

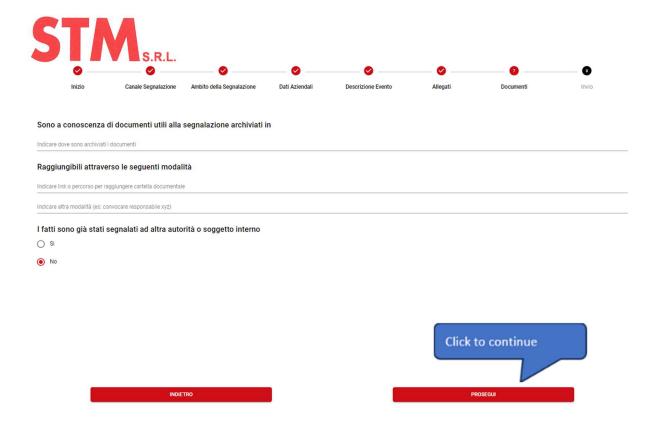


• Step 7 (It is not mandatory to provide information)

The Reporter can provide information on the existence of documentation present in the company and useful for reporting



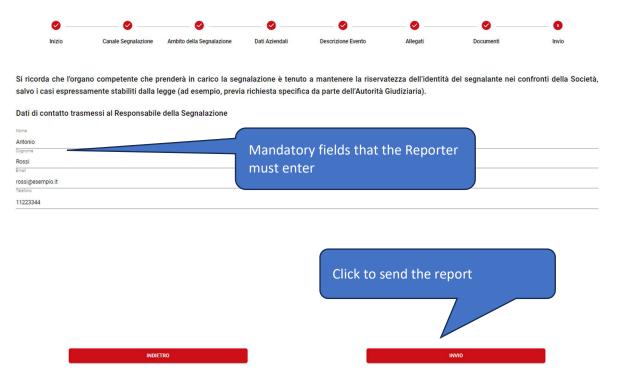




Step 8

It is the final step and the Reporter enters his/her references.

IMPORTANT: the dialogue with the company continues officially through the use of the same link used to open the report. It is the Whistleblower's duty to periodically check the evolution of his report.







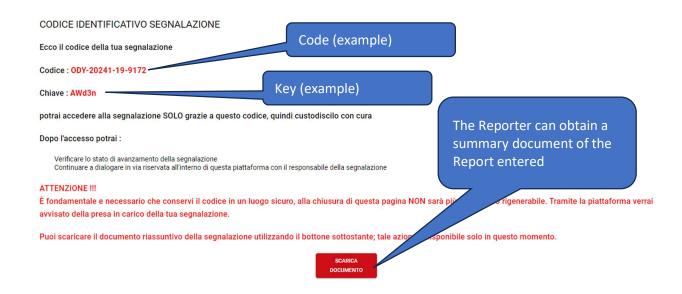


• Sending the report

The Reporter will receive a code and a key in real time, which uniquely identify his report.

The code and key must be kept by the Reporter in order to monitor the progress of the report and if they are lost, the Reporter will have to open a new report.

The Reporter may, if he wishes, obtain a summary document of the Report just entered. **Important**: this report is only available at this stage of the process of entering a report...



2. Access to a previously inserted report

To check a report entered previously, the Reporter must be in possession of the relevant identification code and key of the report itself..

