

Whistleblowing Reporting Procedure



Company: e.group (Enetec SpA SB, Eurotherm SpA SB, Eurotherm CS s.r.o.)
Version: 1.0

Policy owner: QHSE

Top-level accountability: Steering Committee for Gender Equality/JEDI

How to report in 6 steps

What is it for?

The Whistleblowing channel is the secure tool you can use to report, in the workplace context, possible violations (unlawful acts, significant non-conformities, 231 violations, issues regarding environmental/data/security protection, etc.). It is also valid for reporting violence, harassment, or discrimination based on gender and diversity: these are not “personal complaints,” but situations that harm the dignity and integrity of the work environment.

Step 1

Check that it is a “proper” report Use the Whistleblowing channel for facts you have direct knowledge of and that fall within the scope of the procedure. Avoid reports based on rumors or purely personal matters. If it concerns harassment/violence/discrimination, it fully falls within the procedure.

Step 2

Prepare the essential information Write clearly and in detail: what happened, when, where, who is involved. If you can, attach documents or indicate any witnesses. In cases of harassment/discrimination, also describe the frequency, context, and impact on the person involved.

Step 3

Submit the report through the internal channel

Enter the report on the online “Whistleblowing” platform (on the institutional websites of the Group companies where available and/or on the intranet). You can also report orally through the portal, leaving a message with a distorted voice. The contents are protected and encrypted.

Step 4

Keep your unique code After submission, you will receive a unique code: it is the only way to re-enter the platform, track the status of your case, and add information. The code cannot be recovered if you lose it.

Step 5

What happens next: timing and management

The Report Manager (HR function) sends an acknowledgment of receipt within 7 days, checks admissibility, and starts the investigation. If clarifications are needed, you will be contacted through the platform. You will receive feedback within 90 days from the acknowledgment of receipt. If the report concerns harassment/violence/gender discrimination, HR immediately involves the Steering Committee for Gender Equality/JEDI and the management is handled with particular protection and care.

Step 6

Know the safeguards and alternatives The procedure guarantees confidentiality of the whistleblower's identity and prohibits retaliation. Confidentiality also protects the reported person and any persons mentioned. If you believe you have suffered retaliation, the procedure provides that it should be reported to ANAC through the dedicated channels.

In certain conditions defined by law, it is also possible to make an external report to ANAC (e.g. internal channel not active/non-compliant, internal report not followed up, risk of retaliation, imminent danger to public interest).

Feel good inside, care outside



HEADQUARTER

Via Pillhof, 91

I-39057 Frangarto (BZ)

T +39 0471 63 55 00

info@e-group.info

www.e-group.info

