

WHISTLEBLOWING



MODULE

Ed. 00 of 28.06.2023

Rev. 01 of 14.12.2023

Page 1 of 1

FORM FOR REPORTING UNLAWFUL CONDUCT (Whistleblowing)

In line with the provisions of Legislative Decree No. 24/2023, the following may make a whistleblowing report:

- Staff of the organisation (employees, executives, interns);
- Directors and/or members of corporate bodies;
- Non-employee third parties (contractors, consultants, third-party suppliers of goods or services).

It should be noted that:

- Reports must provide elements useful for verifying and ascertaining the validity of the facts reported;
- The following is indicatively to be considered relevant for the purposes of the Reports:
 - facts that may constitute offences, misdemeanours, irregularities;
 - conduct detrimental to Di Palma Donato & Figli (as a whole) or to the public interest;
 - actions that may harm the health and/or safety of members, employees, third parties and/or the environment.
- **Reports made with malicious intent or gross negligence or that prove to be false, unfounded, defamatory or otherwise made solely to harm Palma Donato & Sons S.r.l., the Reported Person or other parties affected by the report expose the Whistleblower to civil and criminal liability;**
- Personal complaints should not be reported;
- Reports made anonymously can only be taken into account if they are adequately substantiated and rendered in full detail. Such Reports may subsequently be supplemented with the particulars of the Whistleblower;

For all Reports, the necessary measures will be taken to ensure the confidentiality of the personal data of the persons concerned, unless otherwise provided for by law.

NAME AND SURNAME OF THE WHISTLEBLOWER	
TAX CODE OF THE WHISTLEBLOWER	
PROFESSIONAL QUALIFICATION OR POSITION	
WORKPLACE	
TELEPHONE/CELLPHONE	
E-MAIL	
DATE/PERIOD WHEN THE EVENT OCCURRED	

WHISTLEBLOWING



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Ed. 00 of 28.06.2023

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Page 1 of 1

PHYSICAL PLACE WHERE THE EVENT OCCURRED:	OFFICE (indicate name and address of office)
	OUTSIDE THE OFFICE (indicate name and address of office)
THE ACTS OR OMISSIONS COMMITTED OR ATTEMPTED ARE: facts that may constitute offences, misdemeanours, irregularities, conduct to the detriment of Di Palma Donato & Figli, conduct to the detriment of the public interest, actions carried out in breach of laws, regulations, internal procedures other (specify)	
DESCRIPTION OF THE FACT (CONDUCT AND EVENT) (you must indicate whether you have a private interest in the report)	
PERSON(S) RESPONSIBLE (Biographical data or all other elements suitable for identification)	1. 2. 3.
ANY OTHER PERSONS AWARE OF THE FACT AND/OR ABLE TO REPORT IT (Biographical data or all other elements suitable for identification)	1. 2. 3.
ANY ATTACHMENTS IN SUPPORT OF THE REPORT	1. 2. 3.

How to make a report:

Whistleblowing reports can be submitted using the specific channels indicated below (available in Italian and English).

Paper reports must be placed in two sealed envelopes: the first with the identity data of the whistleblower and a photocopy of an identification document (except in the case of anonymous reports);

WHISTLEBLOWING



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Rev. 01 of 14.12.2023

Page 1 of 1

the second with the report itself; both envelopes must then be placed in a third envelope with any documentation deemed useful for the report.

This form is an alternative whistleblowing channel and can be subject to:

- Internal mail with a sealed envelope marked "confidential/personal" to be placed in the appropriate submission boxes on company premises;
- Postal service, addressing it to the Head Office of Di Palma Donato & Figli S.r.l. at Via Delle More, sn - 70014 Conversano (BA), Italy, for the attention of the Whistleblowing Function, with the label "Confidential, to be opened only by addressee".

The whistleblower is aware of the responsibilities and civil and criminal consequences provided for in the event of false declarations and/or the formation or use of false documents, also pursuant to and for the purposes of Art. 76 of Presidential Decree 445/2000. The Whistleblower declares that he/she has read the Personal Data Protection Policy Statement (pursuant to Art. 13 of European Regulation No. 679/2016) the "Privacy" section of the website www.dipalma.it.

PLACE, DATE

SIGNATURE

