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Whistleblowing procedure

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1. Purpose

This procedure aims to outline the SGARZI PACKING policy in order to guarantee the protection of employees who report illegal activities. The importance of the measures aimed at encouraging the employee to report the offenses of which he becomes aware in the context of the employment relationship, taking care to protect the confidentiality of the whistleblower's i_d_e_n_t_i_t_y upon receipt and in every contact following the report, emerges from the law 30 November 2017, n. 179, containing "Provisions for the protection of the authors of reports of crimes or irregularities of which they have become aware in the context of a public or private employment relationship" published on 14 December 2017 (Official Gazette no. 291).

In particular, pursuant to the revised article 6 of Decree no. 231, the organization, management and control models adopted pursuant to Decree no. 231 must be integrated in order to provide, inter alia, measures aimed at guaranteeing the protection of the whistleblower from retaliation acts. o discriminatory against the whistleblower and, more generally, a timely and non-abusive use of the new reporting tool.

The core of the legislative change is represented by the obligation - provided for by art. 6, paragraph 2-bis. lett. a and b, of Decree no. 231 - to provide for adequate information channels that allow whistleblowers to "submit, in order to protect the integrity of the entity, detailed reports of illegal conduct, relevant pursuant to this decree and based on precise and consistent facts" .

For this purpose, SGARZI PACKING SRL intends to promote a culture characterized by correct behavior and a good system of corporate governance.

In fact, SGARZI PACKING SRL recognizes the importance of having a procedure that governs the reporting by the staff of SGARZI PACKING SRL, of unlawful conduct pursuant to the Decree no. 231, defining the procedural process followed, with the indication of certain terms for the initiation and conclusion of the investigation and with the identification of the subjects who manage the reports.

The purpose of this document is to provide operational information on the subject, the contents, the recipients, the methods of transmission of the reports and the forms of protection envisaged.

2. Subject

This procedure applies to all employees, to members of the Governing Bodies to SGARZI PACKING SRL, and occasional collaborators. The same must also be communicated to any person providing service for SGARZI PACKING SRL, including consultants, suppliers in any capacity linked to SGARZI PACKING SRL by a contract.

3. Subject of the information flow

Unlawful behavior means any action or omission, which occurred in the performance of the work activity or which has an impact on it, which causes or may cause damage or prejudice to SGARZI PACKING SRL or its employees.

4. Operating methods

4.1

Transmission of the Report

If an employee has a reasonable suspicion that illegal behavior has occurred or may occur, he is required to report it to the Social performance team.

The report can be submitted by sending an e-mail to the e-mail address of the Social performance team social@sgarzi.it which will take care of its confidentiality. The social performance team e-mail is managed directly by the Workers' Safety Representative and not by company management

To ensure the privacy of the whistleblower, the e-mail address is accessible only to the Social performance team and the auxiliary professional.

If the employee has doubts about the classification of legitimate conduct or not, he or she can informally discuss it with the Social performance team or the auxiliary professional.

The reports received are registered with access reserved exclusively for the Social performance team and the auxiliary professional.

In order to provide as much data as possible for the management of the report of offenses / irregularities, a specific form reserved for reports, attached to this procedure and available on the SGARZI PACKING SRL website, can be used.

4.2 Management of the report

All reports are handled in such a way as to ensure maximum privacy and of an effective safety standards for storage.

If the report is made in bad faith, or is derogatory or offensive, such behavior may be subject to disciplinary measures against the whistleblower, as required by the Disciplinary System provided for in the Corruption Prevention Plan.

The management and verification of the validity of the report is entrusted to the Social performance team which:

- ensures that the investigation is conducted fairly and impartially; this implies that where required each person involved in the investigation can be informed of the statements made and of the evidence gathered against him and that it is put in a position counter to the same;
- can avail himself of the support of technical consultants on matters that do not fall within his specific competence and can ask for the support of all employees;
- ensures that the investigation is accurate, has a reasonable duration and respects the anonymity of the whistleblower, where required by the relevant legislation, and of the persons involved, including any person reported.

The operating procedures indicated below constitute an exemplary and non-exhaustive list of management of reports. The Social performance team may, depending on the report received, proceed to:

- carry out a hearing of the whistleblower, if not anonymous;
- view any existing paper and / or electronic documents;
- carry out interviews with all the people useful for providing information regarding the report, even if not directly involved.

At the end of the verification of the validity of the report, the Team draws up a report showing:

- the preliminary investigation process and the evidence collected;
- the conclusions of the investigation;
- the recommendations and / or actions to be implemented for the management of the offense and to ensure that further and similar facts do not occur in the future.

Subsequently, the Team, in agreement with the Top Bodies and in relation to the nature of the violation, will:

- to communicate the result of the assessment to the Area / Sector Manager of the perpetrator of the ascertained violation, so that he can take steps to adopt the relevant measures;
- to inform the General Manager and / or the Governing Council, in order to adopt any necessary disciplinary measures and / or actions;
- to submit a complaint to the competent judicial authority, where necessary.

The report is registered and stored with the same confidentiality requirements already envisaged for the reports.

4.3

Disclosure obligations of the Social Performance team

Having received the notification, the Social Performance team informs, according to the object of the message, one or more people inside of a SGARZI PACKING SRL:

The Chief Executive Officer

The Chief Delegate shall also be sent the report mentioned in the preceding paragraph.

4.4

Principles for the protection of the confidentiality of the whistleblower

The SGARZI PACKING SRL undertakes to ensure the confidentiality of reporting, in every context after reporting, against any form of retaliation, discrimination or penalization, also ensuring the confidentiality of their identity, without prejudice to the legal obligations and the protection of rights of SGARZI PACKING SRL or of persons accused erroneously and / or in bad faith.

Therefore, no form of retaliation or discriminatory measures, direct or indirect, having effects on working conditions, for reasons connected directly or indirectly to the report, is permitted against the employee who makes a report.

Modello di segnalazione di condotte illecite e irregolarità

ALLEGATO A

NOME E COGNOME DEL SEGNALANTE	
AREA/SETTORE	
E-MAIL	
Data/periodo in cui si è verificato il fatto:	
Luogo fisico in cui si è verificato il fatto:	☐ Ufficio ☐ Esternamente all'ufficio (Specificare: _____)
Ritengo che le azioni od omissioni commesse o tentate siano:	☐ Penalmente rilevanti. ☐ Poste in essere in violazione del Codice Etico di comportamento. ☐ Suscettibili di arrecare un pregiudizio patrimoniale a danno Aziendale ☐ Suscettibili di arrecare un pregiudizio all'immagine aziendale ☐ Altro_____
Descrizione del fatto (condotta ed evento):	
Soggetto/i coinvolti:	1. _____ 2. _____ 3. _____
Altri eventuali soggetti a conoscenza del fatto e/o in grado di riferire sul medesimo:	1. _____ 2. _____ 3. _____
Eventuale documentazione a sostegno della segnalazione:	1. _____ 2. _____ 3. _____