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## TEMPLATE FOR REPORTING ILLEGAL CONDUCT (c.d. Whistleblower)

Employees and collaborators of the **Fiber Group Sh.p.k.** who intend to report illicit situations of which they have become aware in the administration must use this model.

It is recalled that the law protects the persons who report wrongdoing. In particular, Law 60/2016 provides that:

- The institution is obliged to set up systems to protect the confidentiality of the identity of the reporting agent;
- the identity of the alerter must be protected in any post-alert context. In disciplinary proceedings, the identity of the complainant may not be disclosed without his consent, unless his knowledge is absolutely indispensable for the defence of the accused;
- the reporting agent may use the external reporting channel managed by the High Inspectorate for the Declaration and Review of Assets and Conflicts of Interest (HIDAACI).

<b>NAME AND SURNAME OF PERSON REPORTING</b>	
<b>PROFESSIONAL QUALIFICATION OR POSITION</b>	
<b>PLACE OF EMPLOYMENT</b>	
<b>PHONE/MOBILE</b>	
<b>E-MAIL</b>	
<b>DATE/PERIOD WHEN THE EVENT OCCURRED:</b>	
<b>PHYSICAL PLACE WHERE THE EVENT OCCURRED:</b>	<b>OFFICE</b> <i>(indicate name and address of the establishment)</i>  <b>OUTSIDE THE OFFICE</b> <i>(indicate place and address)</i>
<b>I BELIEVE THAT ACTIONS OR OMISSIONS COMMITTED OR ATTEMPTED ARE:</b>	<input type="checkbox"/> Criminally relevant; <input type="checkbox"/> In violation of codes of conduct or other provisions punishable by disciplinary action; <input type="checkbox"/> Likely to damage the image of the administration; <input type="checkbox"/> Liable to affect the assets of the administration or other public body; <input type="checkbox"/> Other (please specify)
<b>DESCRIPTION OF THE EVENT (CONDUCT AND EVENT)</b>	



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<b>AUTHOR/S OF THE FACT</b>	1. _____ 2. _____ 3. _____
<b>OTHER PERSONS WHO ARE AWARE OF THE EVENT AND/OR ABLE TO REPORT ON IT</b>	1. _____ 2. _____ 3. _____
<b>ANY ANNEXES SUPPORTING THE ALERT</b>	1. _____ 2. _____ 3. _____

**Place and date**

\_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature**

\_\_\_\_\_

**The report may be submitted:**

- by sending, to the e-mail address [ethicspoint@wearefiber.com](mailto:ethicspoint@wearefiber.com);
- by postal service or short manu; in this case, in order to take advantage of the guarantee of confidentiality, it is necessary that the report is inserted in a sealed envelope that bears the words "to the attention of the Sole Administrator - confidential".