

## **PROTECTED REPORTING FORM (Legislative Decree 24/2023)**

In the case of reporting via internal mail or postal service, in order to protect confidentiality, the report must be inserted in a closed envelope with the words "personal confidential", bearing the following address: To the Supervisory Body at Biko Meccani Srl - Via Pacinotti, 105 – 30020 Pramaggiore (VE). The envelope will be delivered directly to the Supervisory Body and will not be registered.

### Reporter's data

(IN CASE OF ANONYMOUS REPORTING THIS PART WILL NOT BE COMPLETED)

Name and surname of the reporter:	
Current service qualification:	
Telephone:	
E-mail:	

### Data and information reporting illicit conduct

Period or date in which the event occurred:	
Physical location where the event occurred:	
Person who committed the crime: Name, Surname, Qualification (multiple names can be entered)	
Any private entities involved:	
Any other subjects who can report on the fact (Name, Surname, Title, Contact details):	
Any attachments to support the report:	

Description of the fact

The conduct is illicit/irregular because:

If the report has already been made to other subjects, fill in the following table:

Subject	Date of report	Outcome of the report

Attach any documentation to accompany the report.

*The whistleblower is aware of the responsibilities and civil and criminal consequences envisaged 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 the Presidential Decree 445/2000.*

The personal data processing information is attached to this form and available on the company website [www.biko.it](http://www.biko.it)

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Attachment 1

### **INFORMATION ON THE PROCESSING OF PERSONAL DATA IN THE CONTEXT OF THE PROCEDURE FOR REPORTING VIOLATIONS OF REGULATORY PROVISIONS PURSUANT TO LEGISLATIVE DECREE 10 MARCH 2023, n. 24 (WHISTLEBLOWING)**

#### **Information for employees Information for the whistleblower**

Dear user,

with this document we inform you of how Biko Meccanica Srl, within the scope of its institutional purposes and in fulfillment of the obligations established by articles 13 and 14 of Regulation (EU) 679/2016 ("GDPR") and by Legislative Decree n. 196/2003, will process the personal data provided by you as part of the procedure for reporting illicit conduct to the organisation.

#### **DATA CONTROLLER**

The Data Controller of personal data is Biko Meccanica Srl with registered office in PRAMAGGIORE (VE) – Via Pacinotti, 105 in the person of the Supervisory Body (monocratic entity) which will manage the reports as required by the Legislative Decree. 24/2023.

The report submitted to a different person will be transmitted, within seven days of its receipt, to the competent person, giving simultaneous notice of the transmission to the reporting person.

#### **PURPOSE OF THE TREATMENT**

The data provided by the reporting party in order to represent the alleged illicit conduct of which he has become aware due to his service relationship with the Organization committed by the subjects who in various capacities interact with the same, will be processed for the purpose to carry out the necessary investigative activities aimed at verifying the validity of the fact being reported and the adoption of the consequent measures. The management and preliminary verification of the validity of the circumstances represented in the report are entrusted to the RPCT who takes care of it in compliance with the principles of impartiality and confidentiality, carrying out any activity deemed appropriate, including the personal hearing of the reporter and any other subjects who may report on the reported facts.

Only where strictly necessary for the purposes of the verification activity or at the request of the external investigating bodies, the Head of Corruption Prevention and Transparency (RPCT) may, providing adequate reasons, associate the report with the identity of the reporting. In this case, with the exception of cases in which liability for slander and defamation is configurable pursuant to the provisions of the penal code or art. 2043 of the civil code and in cases in which anonymity is not enforceable by law (for example, criminal, tax or administrative investigations, inspections of control bodies), the identity of the reporter is protected in every context following the report and all the subjects belonging to the Organization who possibly receive or are involved in the management of the report are required to protect the confidentiality of this information.

#### **TYPES OF DATA PROCESSED**

I dati personali raccolti e trattati nell'ambito della segnalazione possono includere dati personali "comuni" del "Segnalante", del "Segnalato" e delle persone coinvolte e/o collegate ai fatti oggetto della segnalazione (ad es. dati anagrafici, funzioni, recapiti quali: indirizzo mail, indirizzo postale, numero telefonico, dati sulla qualifica professionale ricoperta, dati e informazioni ulteriori connessi alla condotta illecita). È possibile che, in alcuni casi, ove necessario, siano altresì trattati appartenenti a particolari categorie ex art. 9 e/o 10 del GDPR. The personal data collected and processed in the context of the report may include "common" personal data of the "Reporter", of the "Reported Person" and of the people involved and/or connected to the facts covered by the report (e.g. personal data, functions, contact details such as: email address, postal ad-

dress, telephone number, data on the professional qualification held, further data and information connected to the illicit conduct). It is possible that, in some cases, where necessary, treaties belonging to particular categories pursuant to art. 9 and/or 10 of the GDPR.

#### **LEGAL BASIS OF THE PROCESSING**

The personal data and information in the report will be processed in the execution of its tasks of public interest or in any case connected to the exercise of its public powers (see art. 6 par. 1 letter E of the GDPR), with particular reference with the task of ascertaining violations and offenses as defined by the art. 2 of the Legislative Decree. 24/2023. With reference to the data and information referred to in the articles. 9 and 10 of the GDPR, the processing will also take place pursuant to the letters. F and G of paragraph 2 of Article 9 GDPR.

#### **RECIPIENTS OF THE DATA**

In addition to the Supervisory Body, the personal data collected may also be processed by the specifically trained internal staff of the Body, who act on the basis of specific instructions provided regarding the purposes and methods of the processing itself.

Biko Meccanica Srl manages information flows for technical purposes as a provider of the provision and operational management service of the digital whistleblowing technological platform as Data Processor pursuant to art. 28 of EU Regulation 679/2016.

Finally, the recipients of the data collected following the report, if appropriate, could be the Judicial Authority, the Court of Auditors and the ANAC. In such eventualities in the context of criminal proceedings, the identity of the whistleblower is covered by secrecy in the ways and within the limits established by article 329 of the code of criminal procedure; in the context of the proceedings before the Court of Auditors, the identity of the reporter cannot be revealed until the conclusion of the investigation phase; within the disciplinary proceedings, the identity of the whistleblower cannot be revealed, where the contestation of the disciplinary charge is based on investigations that are distinct and additional to the report, even if consequent thereto. If the dispute is based, in whole or in part, on the report and knowledge of the identity of the person making the report is indispensable for the defense of the accused, the report will be usable for the purposes of disciplinary proceedings only in the presence of the consent of the signaling to the revelation of his identity.

#### **STORAGE TIMES**

The reports submitted and the related documentation will be kept for the time necessary to process the report and in any case no later than five years from the date of communication of the final outcome of the reporting procedure.

#### **RIGHTS OF INTERESTED PARTIES**

Interested parties have the right to obtain from the Organization, in the cases provided for, access to their personal data and the rectification or cancellation of the same or the limitation of the processing that concerns them or to oppose the processing (articles 15 and ss. of the GDPR). The specific request must be presented to the Head of Corruption Prevention and Transparency. The interested party who believes that the processing of personal data relating to him takes place in violation of the provisions of Regulation 679/2016 also has the right to lodge a complaint with the Guarantor Authority for the protection of personal data, as provided for by the art. 77 of the Regulation itself, or to take action in the appropriate judicial offices (art. 79 of the Regulation).