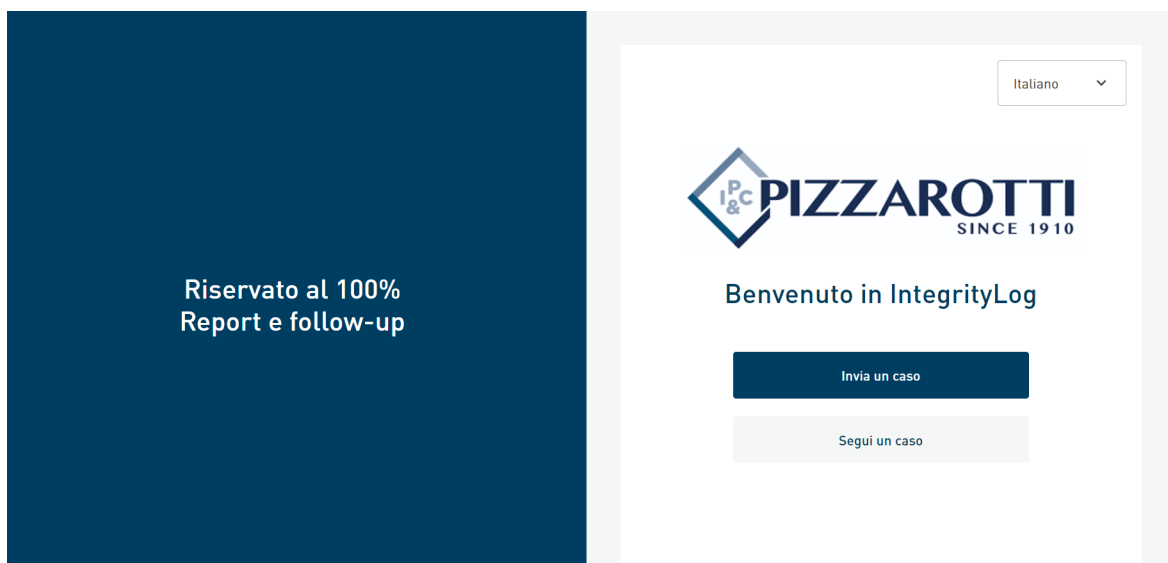


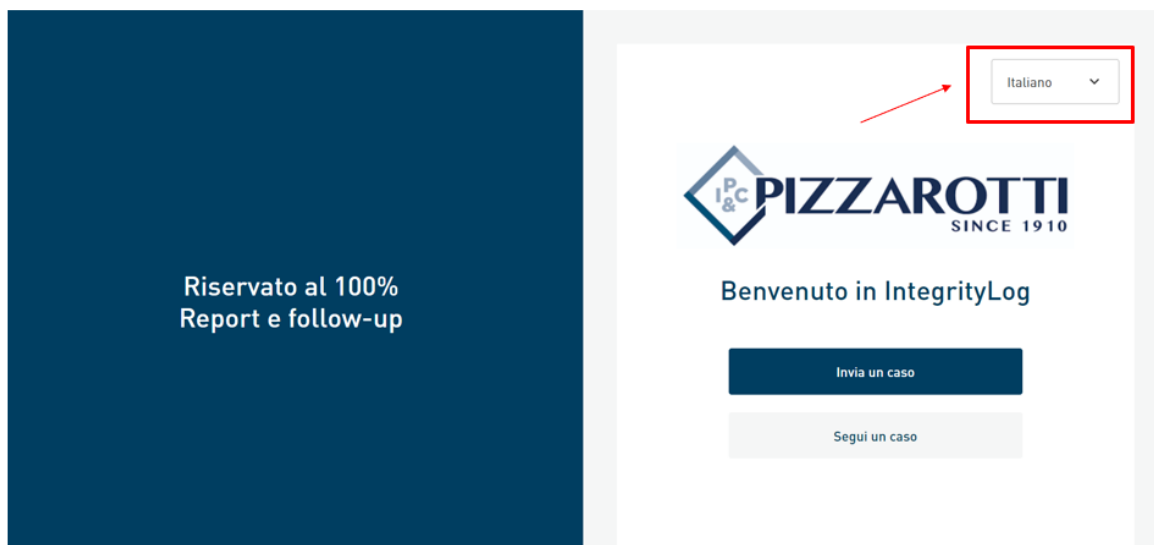
# How to send a report through the IntegrityLog system

## 1. To send a report

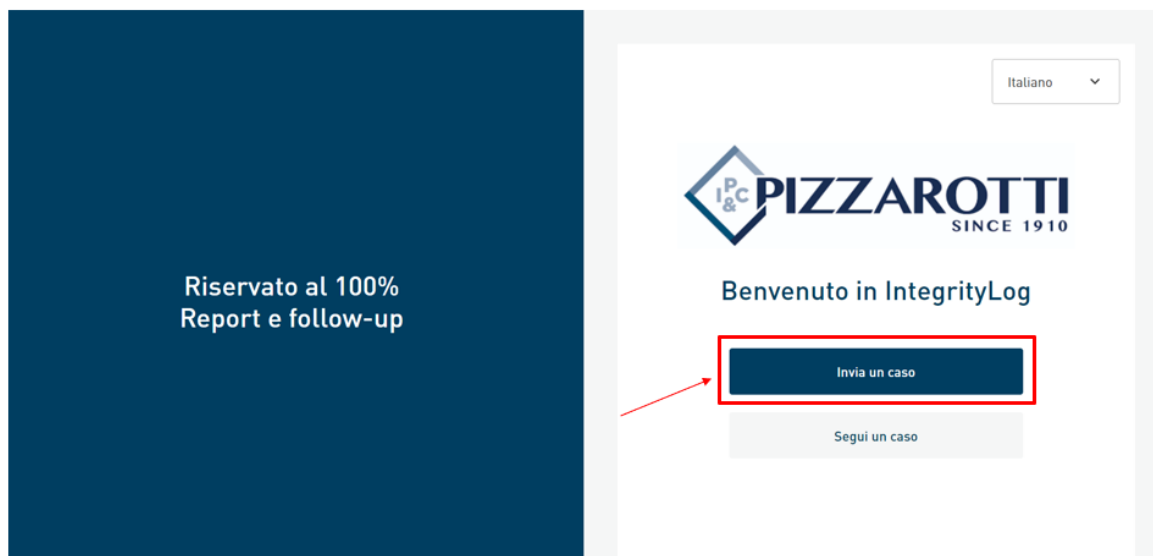
1. Visit the whistleblowing platform through the unique address "*pizzarotti.integrity.complylog.com*"



2. Click the drop-down menu to choose the language you wish to continue in.



3. Click the Submit a Case button.



## 2. Identification

### 2.1 Sending an anonymous report

On the identification page, you can choose whether to provide your data or remain anonymous. When the platform asks you to provide your personal data, there is a select button. By default it is set to "Yes".

To not enter personal data, set the selector to "No", in this way your report will be completely anonymous. Click Continue to go to the next section.



## 2.2 Share your data

To share personal data with the report, click the "Yes" setting toggle button.

### I tuoi dati personali

#### Fornisci i miei dati personali



Scegli se fornire i tuoi dati personali o se inviare la segnalazione in forma anonima

Nome

Cognome

Paese

Qualifica professionale

Dipartimento

Indietro

Continua

Text boxes will appear for you to fill in the requested information, then click Continue.

## 3. Case topic

The case topic is the general theme of the report that is being prepared. The page lists the most common case types. If you are not sure what case topic your complaint relates to, click on the icon next to each topic to find an explanation of the term.

**Argomento del caso**

Corruzione o influenza commerciale ⓘ

Diritti umani ⓘ

Razzismo / Discriminazione ⓘ

Molestie sessuali ⓘ

Violazione di informazioni privilegiate ⓘ

Violazione di sicurezza ⓘ

Salute e sicurezza ⓘ

**Diritti Umani** [X]

I diritti umani sono diritti inerenti a tutti gli esseri umani, indipendentemente da razza, sesso, nazionalità, etnia, lingua, religione o qualsiasi altro status. I diritti umani includono il diritto alla vita e alla libertà, la libertà dalla schiavitù e dalla tortura, la libertà di opinione e di espressione, il diritto al lavoro e all'istruzione, e molti altri diritti. Tutti hanno diritto a goderne, senza discriminazione.

Indietro Continua

Click the checkbox next to the case topic that best fits your report, or choose 'other' if none of the listed topics apply.

Then, click Continue to go to the next page.


#### 4. Case details

Fill in the text boxes with information relevant to your case. Enter the date of the event, time of the event, city and country, and a description of what happened.


It is also possible to send a report in oral form, by clicking on "Record audio", in this way you will be able to record a voice message.

You can upload files with relevant information, such as supporting evidence. Click the Attach File button and select the file to upload from your device.


Data in cui si è verificato l'evento


Ora in cui si è verificato l'evento

Paese in cui si è verificato l'evento

Città in cui si è verificato l'evento

Descrizione

**Registrazione audio**

[Allega file](#)

Carica formati .doc, .pdf, .jpg, .png, .docx, .ppt, .pptx, .xlsx, .mp3 e .ogg di dimensioni inferiori a 10MB.

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**Indietro** **Esamina**

Once you have added all the necessary information, click the Review button.

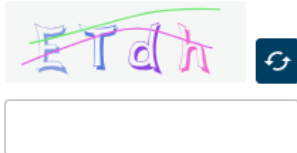
## 5. Review case details before submitting

The next screen lists the details entered on the previous screen. Review the details to verify they are correct. So:

1. Confirm that the data is correct and truthful.
2. Visit the pages relating to the privacy policy and terms of use, which can be viewed via the relative links
3. Confirm that you have read them.
4. Type your random selection of letters and numbers into the CAPTCHA text box.

Confermo che le informazioni che ho fornito sono veritiere e corrette.

Confermo di aver letto [l'Informativa sulla privacy](#) e le [Condizioni d'uso](#).



5. Click the Submit button.

## 6. Case token ID

The case token ID is displayed on the next screen.

**It is important to keep it carefully, as you will need it to access the system, check the progress of your report, answer questions and receive feedback on the outcome of the investigation.**

**There is no way to recover the token unless you save it. Without a token, you will have to resubmit the report.**

There are two options for saving the token ID.

1. Click the Copy icon to copy the token ID to the clipboard. You can then paste it somewhere safe.



2. Click the Download icon to download the ID token to your device in .txt format.



3. Once the case ID token is saved, click the Close button.

A box will appear to check if the token has been saved. If yes, click Yes, I have saved the token. If not, click No, I didn't save the token.

4. If you click No, you return to the screen showing the token. Save the token and then click Close again.
5. Clicking Yes takes you back to the home page.

## 7. Follow the case

1. On the "pizzarotti.integrity.complylog.com" homepage, click *Follow a case*.



2. Enter the number of tokens received and saved after sending the report. Then click Follow a case.

## 8. Case details

Here you can view and manage all aspects of the case. Use the menu above to navigate between the different pages.

### 8.1 Case

This section shows the main details of the case. It includes the date, time and topic of the event, as well as the city, country and description you submitted.

### 8.2 Messages

This section displays the messages sent between the user and the compliance office. When you submit a report, you will receive an automatic confirmation message.

In this section you can contact the compliance office for further details, evidence or questions. Also the administrator can contact the user in this section to ask further questions or send a message.