**WHISTLEBLOWING TEMPLATE**

\* Non-compulsory data

|  |  |
| --- | --- |
| NAME AND SURNAME OF THE WHISTLEBLOWER \* |  |
| JOB TITLE OF POSITION \* |  |
| PLACE OF EMPLOYMENT |  |
| TEL/MOB \* |  |
| E‐MAIL\* |  |
| DATE/PERIOD IN WHICH THE EVENT OCCURRED: | DD/MM/YYYY |
| PHYSICAL PLACE WHERE THE EVENT OCCURRED: | OFFICE  (indicate name and address of the facility)  OUTSIDE THE OFFICE  (indicate location and address) |
| I CONSIDER THAT THE ACTIONS/OMISSIONS COMMITTED/ATTEMPTED ARE:[[1]](#footnote-1) | 🞏criminally relevant;  🞏carried out in breach of the Codes of Conduct or other provisions subject to disciplinary sanctions;  🞏are liable to cause pecuniary damage to the administration to which they belong or to another public body;  🞏are liable to damage the image of the administration;  🞏other (please specify) |

|  |  |
| --- | --- |
| DESCRIPTION OF THE INCIDENT (CONDUCT AND EVENT) |  |
| PERPETRATOR(S)[[2]](#footnote-2) | 1. ……………………………………………  2. ……………………………………………  3. …………………………………………… |
| ANY OTHER PERSONS AWARE OF THE INCIDENT AND/OR ABLE TO REPORT ON IT[[3]](#footnote-3) | 1. ……………………………………………  2. ……………………………………………  3. …………………………………………… |
| ANY ATTACHMENTS IN SUPPORT OF THE REPORT | 1. ……………………………………………  2. ……………………………………………  3. …………………………………………… |

**PLACE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE** \_\_\_ (Name and Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in block letters or **anonymously**)

The report can be submitted:

* through the HR Factorial software by accessing the complaint section (https://daken.factorial.it/complaints), which also allows anonymous reporting;
* via e-mail, to the e-mail address m.lorusso@daken.it, with the subject "Whistleblowing";
* via post, in which case, to take advantage of the guarantee of confidentiality, the report must be placed in a sealed envelope with the words "Confidential/Whistleblowing Manager" on the outside;
* using the "whistleblowing" mailbox located behind the reception desk;
* verbally, by a statement made and recorded in the minutes during a face-to-face meeting.

1. The report does not concern grievances of a personal nature relating to the whistleblower or requests that relate to the discipline of the employment relationship or relations with superiors or colleagues, for which reference should be made to the Human Resources Department. [↑](#footnote-ref-1)
2. Give personal data if known and, if not, any other appropriate identifying information. [↑](#footnote-ref-2)
3. Give personal data if known and, if not, any other appropriate identifying information. [↑](#footnote-ref-3)