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OBJECTWAY
BUILD FOR THE FUTURE, PERFORM TODAY

Guidelines for submitting internal reports through the Platform

Procedure for the Management of Whistleblowing Reports – Annex C

FABIO MARTINEL
Compliance Leader

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SECTION 1

THE WHISTLEBLOWING PLATFORM

THE WHISTLEBLOWING PLATFORM

Section 1

Have you become aware of possible **violations of regulations, unlawful conduct, behaviour, acts or omissions** that harm the public interest or the integrity of Objectway, and wish to report them to us?

In these Guidelines you will find **instructions** on how to send a report through our digital communication channel (***«whistleblowing platform»***), accessible at the following link:

https://objectwaywb_whistleblowing.keisdata.it/Home

Objectway's whistleblowing platform guarantees your **confidentiality** and offers you the possibility to remain completely **anonymous**, from the moment the report is received and at every stage thereafter.

When making a report, you are protected against any **act of retaliation or discrimination.**

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SECTION 2

STEPS TO FOLLOW

STEPS TO FOLLOW

Section 2

In the following, we will guide you step-by-step in entering your report into the whistleblowing platform

START

REPORTING CHANNEL

SCOPE OF THE REPORT

CORPORATE DATA

EVENT DESCRIPTION

ATTACHMENTS

DOCUMENTS

SEND

ALPHANUMERIC CODE AND KEY STORAGE

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STEPS TO FOLLOW: A) START

Section 2

On the home page, you can select the platform **language** via this drop-down menu

Modulo Whistleblowing
powered by KEISDATA

Welcome to the platform for the management of reports of offenses, follow the steps to enter a new report or view the reports already entered, in total confidentiality

To review your report information or get updates, enter the CODE and KEY here

Code

Key

If you have **already made a report** and would like to monitor its progress, enter the alphanumeric code and key associated with the report provided to you, and click on the green **'ENTER INTO THE REPORT'** button

To enter a **new report,** click on the red button **'INSERT NEW REPORT'.**

ENTER IN YOUR REPORT

WHISTLEBLOWING - ENTER NEW REPORT OF BREACHES

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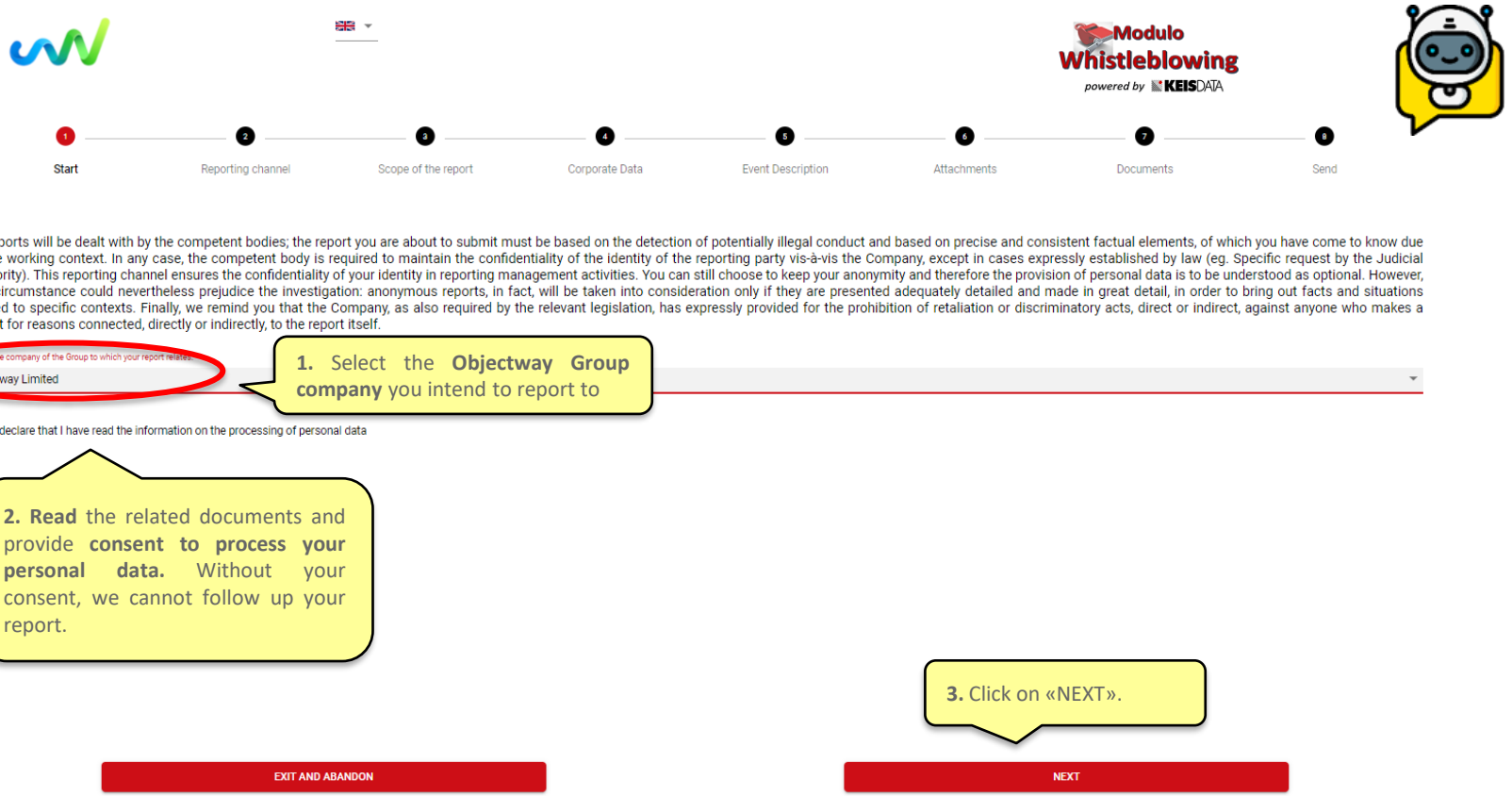
STEPS TO FOLLOW: A) START (2)

Section 2



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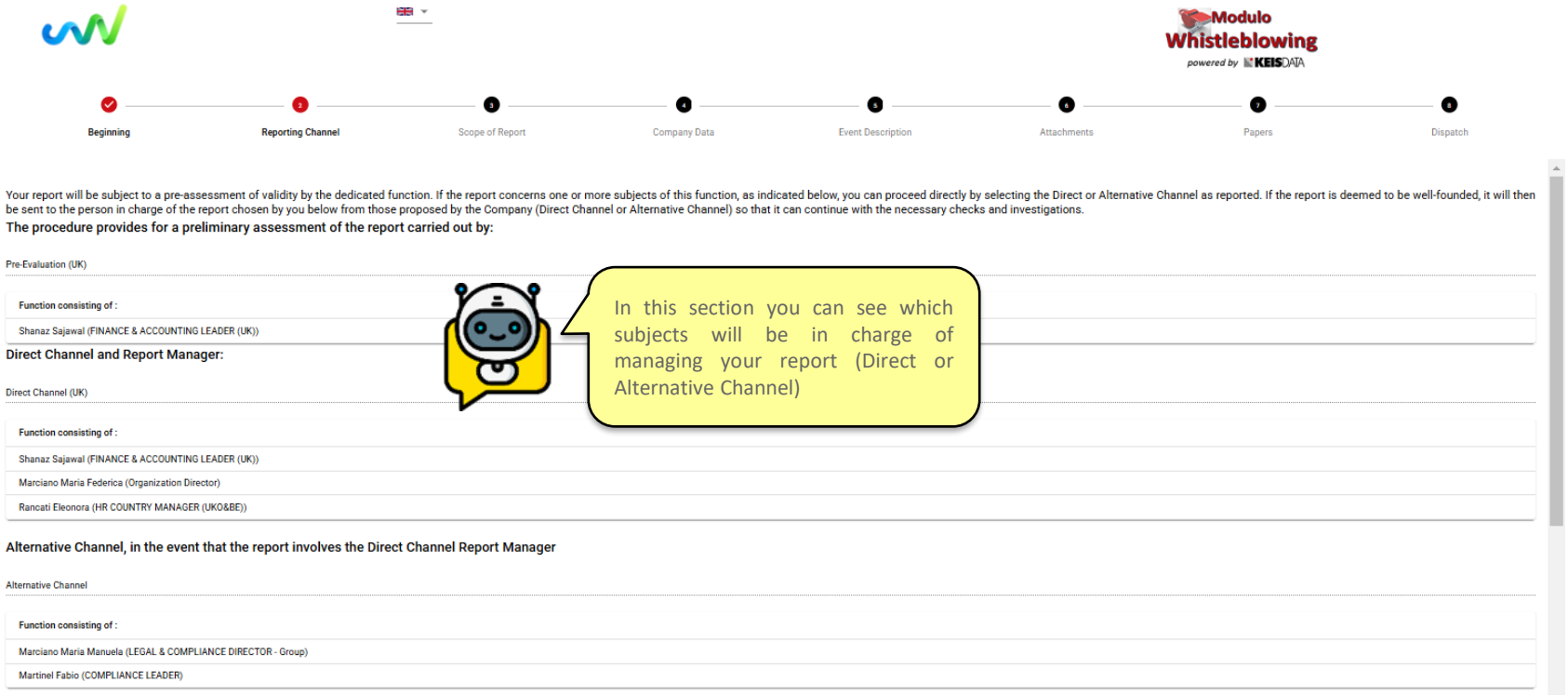
STEPS TO FOLLOW: B) REPORTING CHANNEL

Section 2



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STEPS TO FOLLOW: B) REPORTING CHANNEL (2)

Section 2

Continue with the **normal process** and send the report to the **Direct Channel**.

The report concerns the Function: Pre-Evaluation (UK)

NO - CONTINUE WITH THE NORMAL PROCESS

YES - SKIP PRE-ASSESSMENT

Choice of pre-assessment

Pre-evaluation

The report concerns the Function: Direct Channel (UK)

NO - CONTINUE TO THE DIRECT CHANNEL

YES - CONTINUE WITH THE ALTERNATIVE CHANNEL

Channel Selection

Direct Channel

BACK

If your report, instead, concerns subjects in the Direct Channel, you can skip the pre-evaluation phase and submit your report directly to the **Alternative Channel**.

CONTINUE

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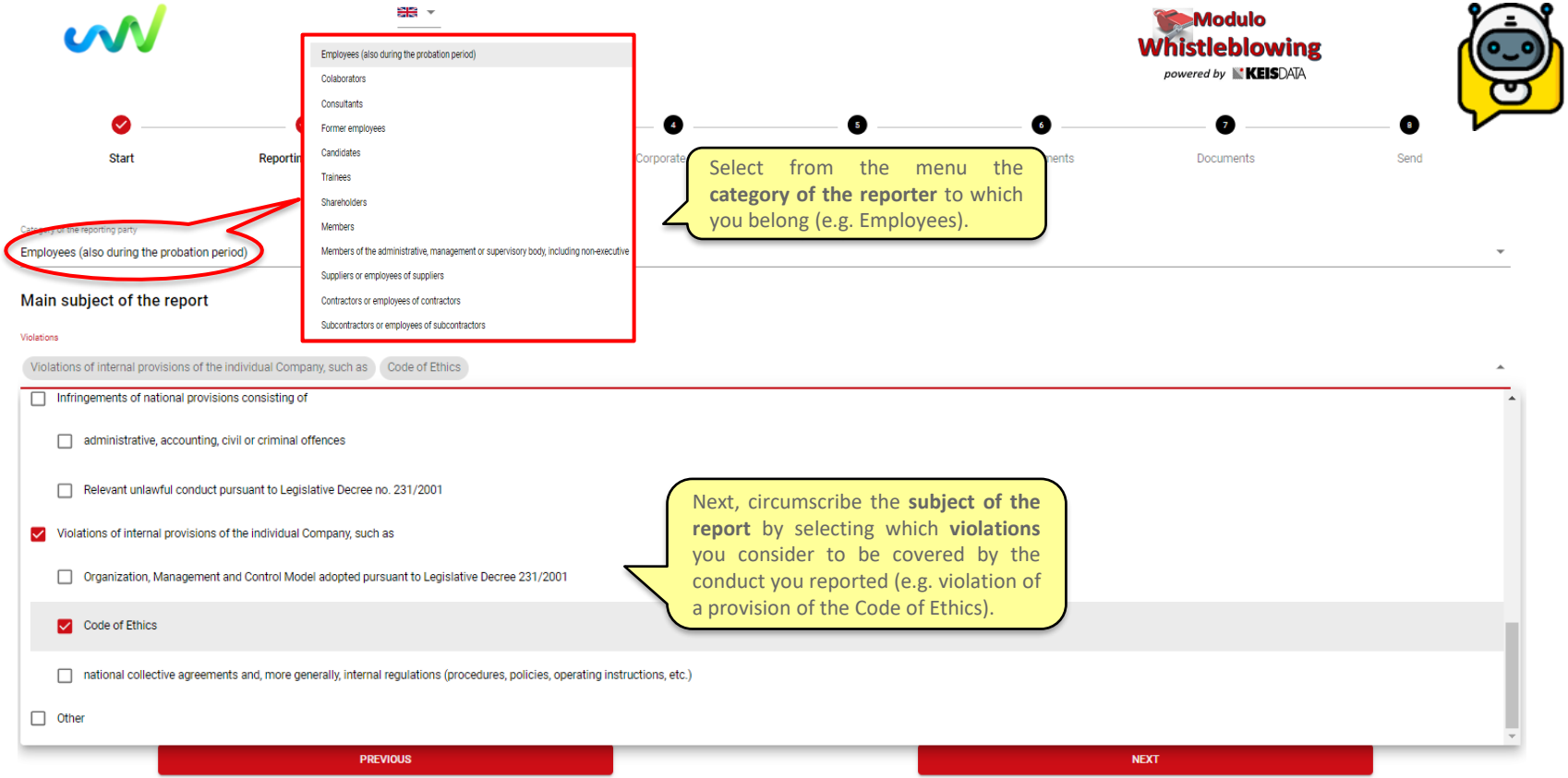
STEPS TO FOLLOW: C) SCOPE OF REPORTING

Section 2



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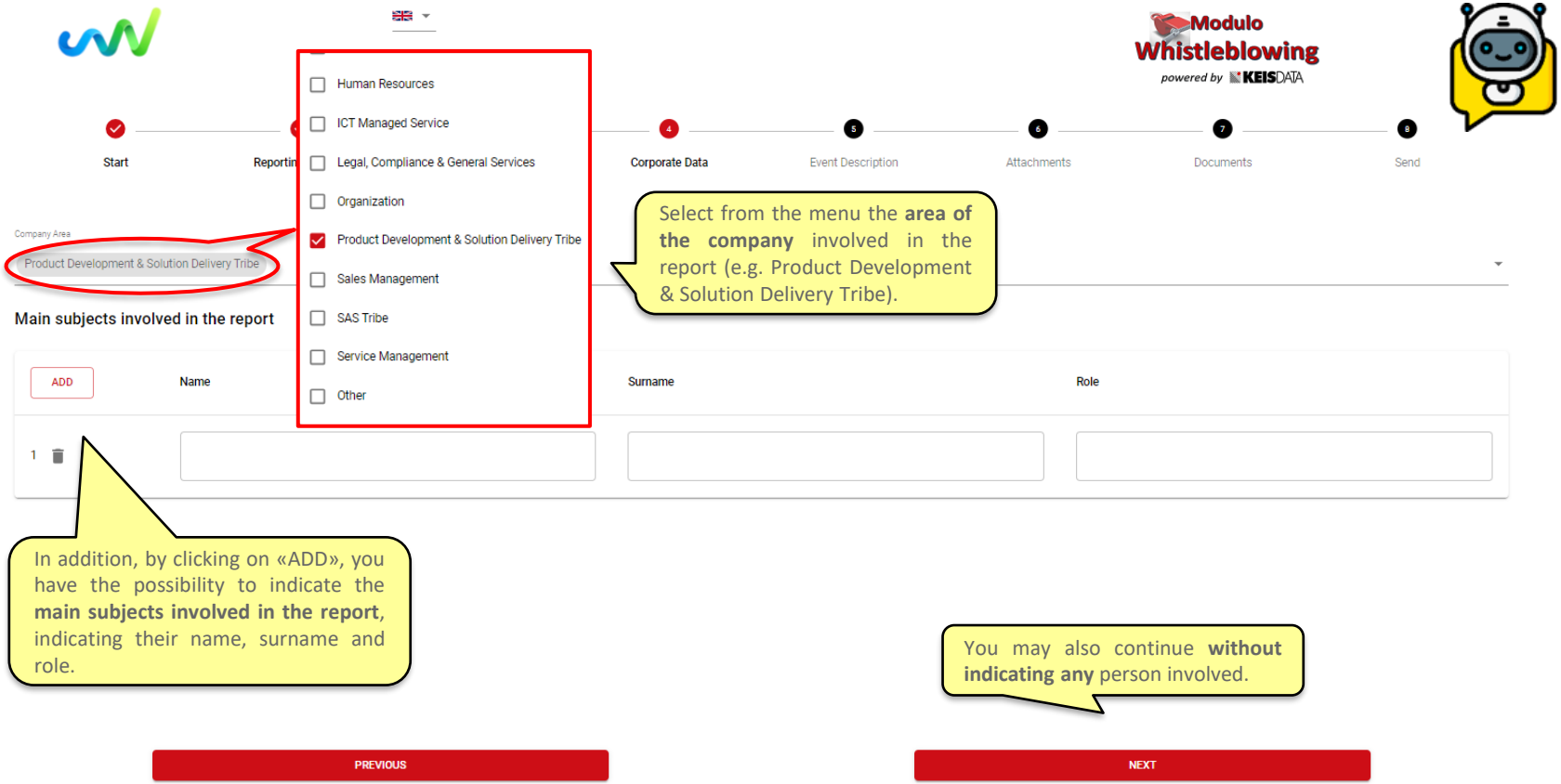
STEPS TO FOLLOW: D) CORPORATE DATA

Section 2



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STEPS TO FOLLOW: E) EVENT DESCRIPTION

Section 2

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STEPS TO FOLLOW: F) ATTACHMENTS

Section 2

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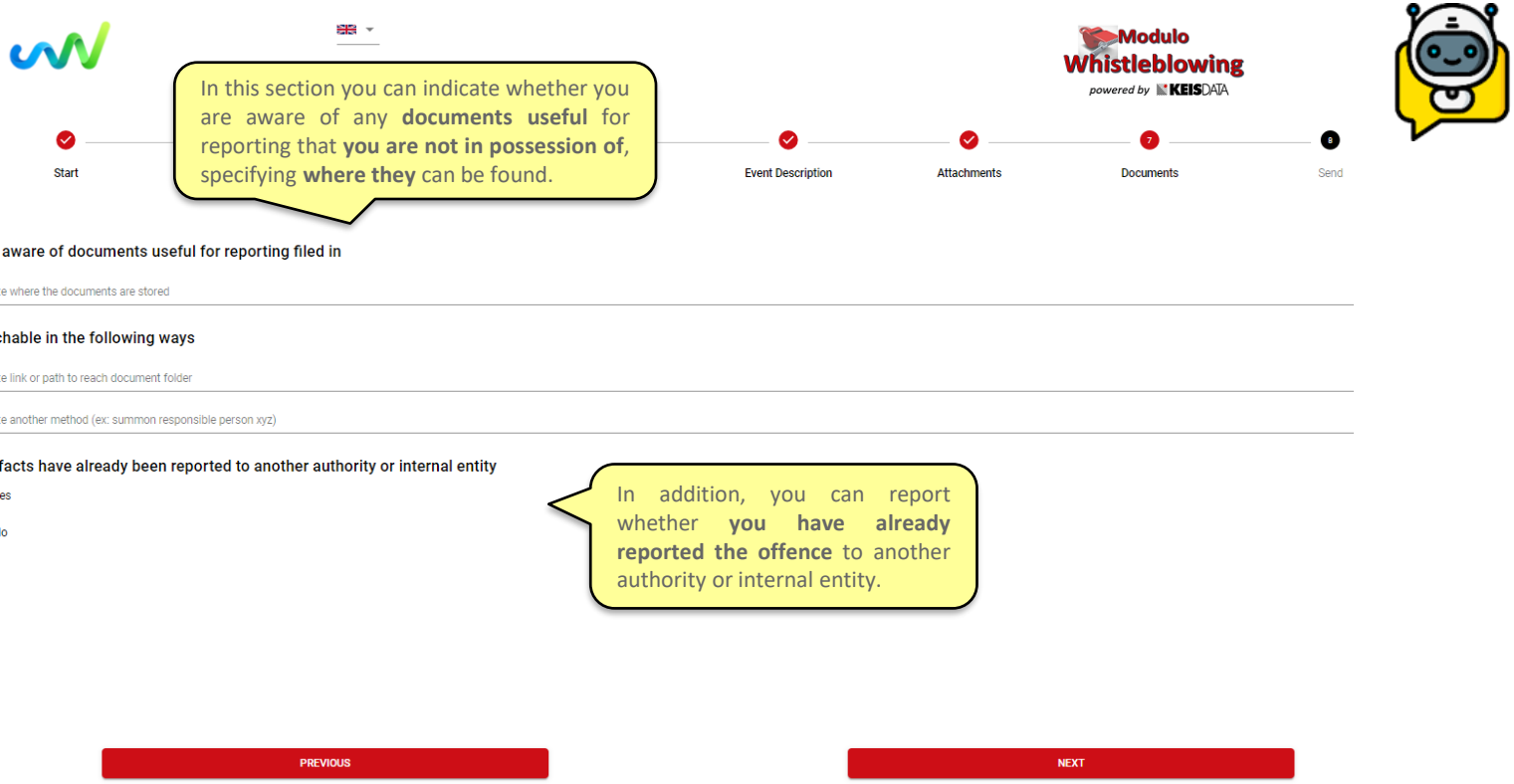
STEPS TO FOLLOW: G) DOCUMENTS

Section 2



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STEPS TO FOLLOW: H) ENTER

Section 2

Modulo Whistleblowing powered by KEISDATA

This is the **last step**: we ask if you want to provide your **identification** and **contact details** to the Reporting Manager.

Corporate Data ✓ — Event Description ✓ — Attachments ✓ — Documents ✓ — 5 Send

Please note that the competent body that will take charge of the report is required to maintain the confidentiality of the identity of the whistleblower vis-à-vis the Company, except in cases expressly established by law (for example, upon specific request by the Judicial Authority).

Do you want to send your contacts to the Reporting Manager?

- ○ Yes
- ○ No

Please note that this communication channel, from the moment the report is received and at every stage thereafter, **guarantees your confidentiality**.
If you prefer, you can also not provide your data and remain **anonymous**.

Are you sure you want to submit the report? Then press **«SEND».**

PREVIOUS

SEND

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STEPS TO FOLLOW: I) ALPHANUMERIC CODE AND KEY STORAGE

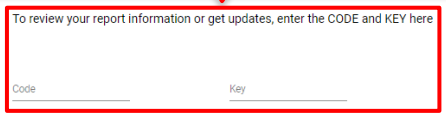
Section 2

When you submit your report, the platform will issue you with the **alphanumeric code** of the report and the corresponding **key**.

The code and key are **indispensable** in order to be able to monitor the progress of your report and to respond to any requests for clarification or supplementation of information.

KEEP THE CODE AND KEY CAREFULLY!

To monitor the progress of the report, **remember to log in to the platform periodically** by entering the code and key on the **home page**.



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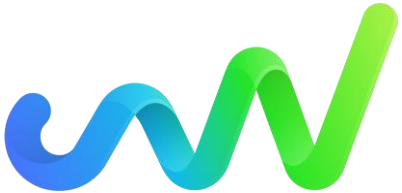

THANK YOU
FOR YOUR ATTENTION