

The background is a collage of images: a doctor in a white coat looking at a tablet, a group of people smiling, a globe, and a field of green plants. A semi-transparent blue rectangle is overlaid on the left side, containing the title text.

DEDALUS

WHISTLEBLOWING PORTAL

User Manual

SEPTEMBER 2022

1. How to send a report

The reporting system was created with the intention of creating an environment in which any person (employee, supplier, customer, etc.) feels comfortable reporting illegal behavior or behavior contrary to the principles of Dedalus or to potential violations of rules, policies and corporate procedures.

Send a report it's easy and intuitive.

Let's do it together:

Follow the next steps:

1. Go to the reporting system webpage

2. Click on the cornet icon (« Send a report »)

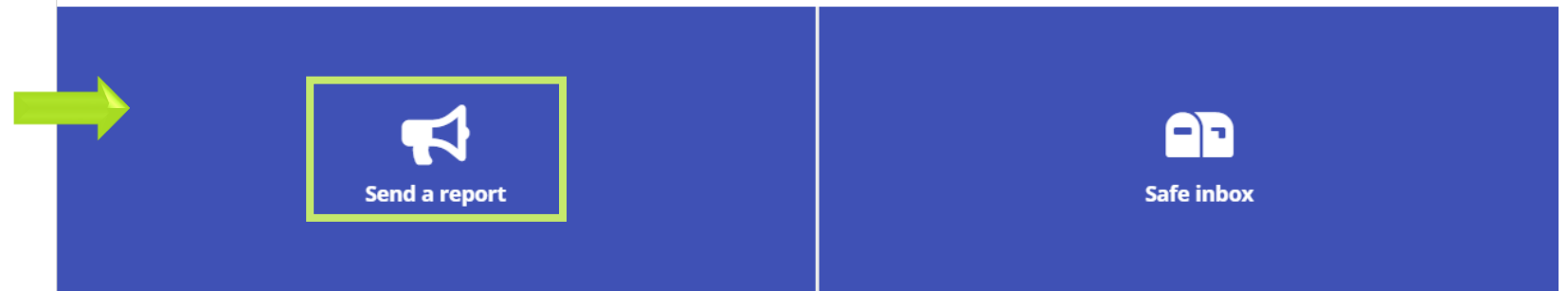
<https://dedalus.integrityline.com/frontpage>

Reporting system

The Dedalus Group has established the reporting system to promote integrity, transparency and ethical behavior within the Group, and therefore establish and maintain the trust of its employees, collaborators, external partners and stakeholders, preventing or remedying illegal behavior or potential irregularities.

The reporting system was created with the intention of creating an environment in which any person (employee, supplier, customer, etc.) feels comfortable reporting illegal behavior or behavior contrary to the principles of Dedalus or to potential violations of rules, policies and corporate procedures.

It is a protected and secure system, built in such a way as to guarantee the protection of confidentiality and, where appropriate, the anonymity of the whistleblower. You can find more information about this in the "Privacy Policy" section of the menu above.



3. Fill all the blanks with the information you have.

You can also attach audios, files or pictures as a proof, click on the icones on the right corners

4. Provide your contact information.

Alternatively, you can **choose to stay Anonymous**

Make a report



Date / Period in which the event occurred: ***Required**

Person who committed the offense (name, surname, ***Required** title). Multiple names can be entered.

Contact information

If you choose to provide us your contact information, please complete the fields below:

Stay anonymous

Name

Phone number

Email

5. Choose a password, according to the defined criteria.

REMEMBER to write it down and keep it in a safe place. You will need it to stay in touch with Dedalus team, send and receive updates.

6. Click on the « Send » button at the end of the page

CHOOSE YOUR PASSWORD

The password must:

- Have a minimum length of 8 characters.
- Contain at least one lower case and one capital letter.
- Contain at least one digit.



2. How to stay in touch

The **Safe Inbox** is the channel of communication between you and the Dedalus team in charge of the case management.

Here you can provide further info, reply questions, receive feedback and know the progress of your report.

Your confidentiality is always protected

Let's see how to manage it:

Once you sent a report, **the system will automatically generate the “Safe Inbox”**

1. Login your Safe inbox by click the button at the top of the Home page

OR

Click on the **Safe inbox icon**.

[Home](#) [Privacy policy](#) **Safe inbox** [English](#)



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Send a report

 
Safe inbox

2. Type your case ID number and the **password** you have previously chosen to access the Safe Inbox.

3. Click on « **Login** » button

Use the Safe Inbox to provide further info about the sent report, reply questions received by the designated Dedalus Team and **to follow up your case report.**

Case access

To access the Safe Inbox, use the identification code of the report that has been automatically assigned to you and the password you have chosen. If you wish, all our communications will be anonymous.

3. How the report is managed

The reports will be managed by a designated Dedalus team will ensure confidentiality and anonymity, if any.

Within 7 days from the delivery date, you will receive a confirmation that the report has been receipt.

Let's read the **Group Whistleblowing Policy**, available in the Home page, for further details:



Whistleblowing policy

Any personal data will be processed in accordance with the current privacy regulation, such as the applicable data protection legislation, as well as all the applicable decisions issued by the competent Supervisory Authority.

Click the **Privacy Policy** link on the Home page to know how much we care and how we do to protect your personal data.

THANK YOU