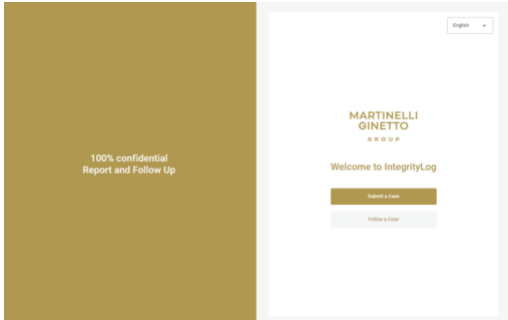
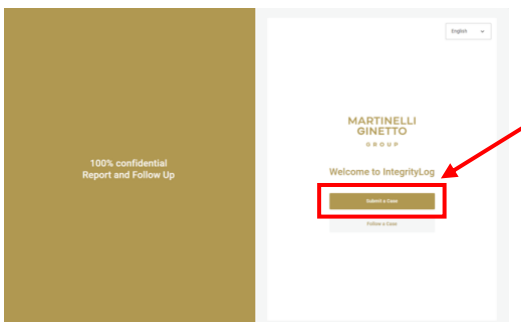


How to submit a case

1. Visit the Company's Whistleblowing Platform through the following address:
<https://martinelliginettogroup.integrity.complylog.com/>



2. Click on the **SUBMIT A CASE** button.



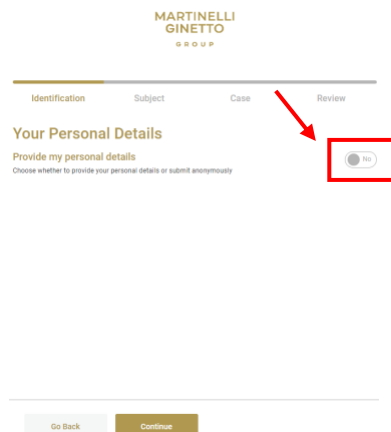
Identification

Send an anonymous report:

On the Identification page you can choose whether to provide your data or remain anonymous.

If you decide not to share your data and report anonymously set **"No"**.

Click **Continue** to go to the next section.



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Sharing your data

To share personal data on reporting, click the button to turn on/off the "Yes" setting.

The screenshot shows the 'Your Personal Details' section of the reporting form. At the top, there are four tabs: 'Identification', 'Subject', 'Case', and 'Review'. The 'Identification' tab is active. Below the tabs, the title 'Your Personal Details' is followed by the instruction 'Provide my personal details' and a sub-instruction 'Choose whether to provide your personal details or submit anonymously'. A radio button labeled 'Yes' is selected and highlighted with a red box and a red arrow. Below this are input fields for 'First name', 'Last name', 'Country' (a dropdown menu), and 'Job title'. At the bottom, there are 'Go Back' and 'Continue' buttons.

Topic of the case

The case topic is the general subject of the report. The Platform lists the most common cases. To find out which topic the claim refers to, click on the "i" icon next to each topic to find the specific explanation.

The screenshot shows the 'Case Topic' selection screen. A list of topics is displayed, each with a radio button and an information icon (i). The first topic, 'Offenses in public contracts', is selected and highlighted with a red box and a red arrow. A popup window is open over this topic, showing the title 'Offenses In Public Contracts' and a close button (x). The popup content includes the text 'Offenses in public contracts'. At the bottom of the screen, there are 'Go Back' and 'Continue' buttons.

Click on the checkbox next to the case topic most appropriate for your reporting or choose **"Other"** if none of the topics listed are applicable.

- Acts or omissions that damage the financial interests of the European Union ⓘ
- Acts concernig the internal market, wich compromise the free movement of goods, people and capital ⓘ
- Violations of European Union rules on competition and State aid ⓘ
- Other

Then, click **Continue** to go to the next page.

- Acts concernig the internal market, wich compromise the free movement of goods, people and capital ⓘ
- Violations of European Union rules on competition and State aid ⓘ
- Other

Go Back

Continue

Case detail

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

You can upload files with relevant information to support evidence. Click the **"Attach File"** button and select the file you want to upload from your device.

You can choose to send an audio recording directly from the platform using the **"Record Audio"** option. If you have a pre-recorded audio file, you can upload it from your computer using the **"Attach File"** button.

Description

What happened?

Record audio

Attach File

Please upload .doc, .pdf, .jpg, .png, .docx, .ppt, .pptx, .xlsx, .mp3 and .ogg formats below 10MB.

Go Back

Review

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After adding all the necessary information, click the "**Review**" button.



Review detail of the case

Here you can find the list of the case details entered in the previous steps. Review everything carefully and make sure they are correct. So:

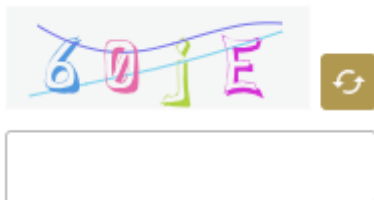
1. Check that the details are true and correct.

I hereby confirm that the details provided are true and correct.

2. Visit the pages for the linked Privacy Policy and Terms of Use.

I hereby confirm that I have read the [Privacy Policy](#) and the [Terms of Use](#).

3. Confirm the reading.
4. Type the random selection of letters and numbers in the CAPTCHA text box for verification.



5. Click on the "**Submit**" button.



Case token ID

The next screen displays the case token ID. It is important to keep it safe as you will need it to log in and check the progress of your report; to answer questions, and to receive feedback on the outcome of the investigation.

WARNING. It is never possible to recover the token. Without a token, a new report must be submitted.

Two options are available to save the token ID.

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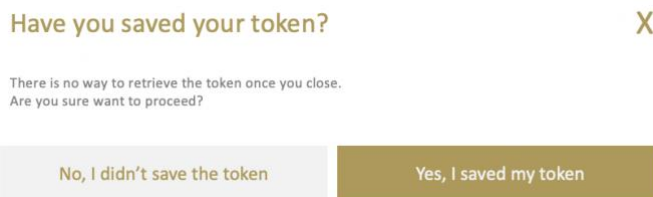
1. Click the **Copy icon** to copy the token ID to the clipboard. This allows you to paste it into a secure external file.



2. Click the **Download icon** to download the token ID on your device. It will be downloaded in **.txt** format.



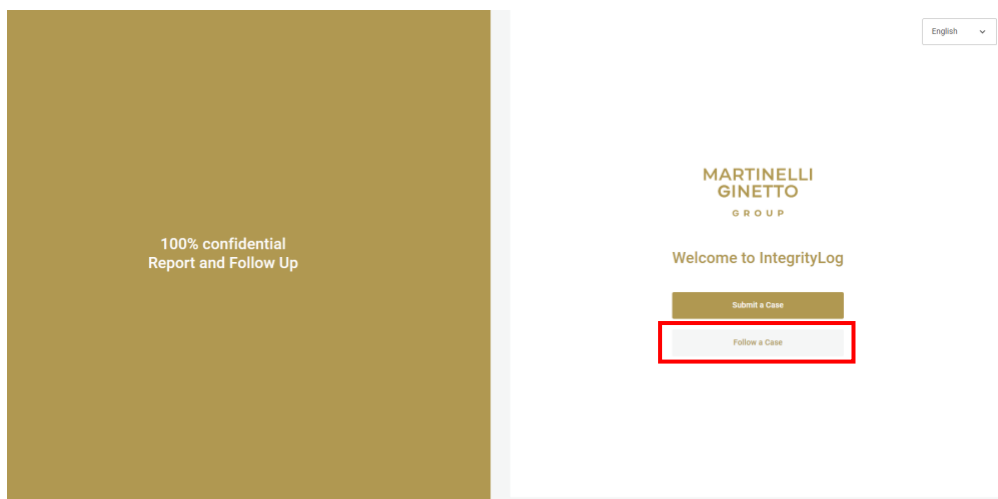
3. After saving the token ID, click the **Close** button. A window will appear to verify that the token has been saved. If yes, click **"Yes, I have saved the token."** If not, click **"No, the token has not been saved."**



4. By clicking **"No"**, you will be sent back to save the token. Save the token and then click **"Close"** again.
5. By clicking **"Yes"**, you will return to the Home Page.

Follow up on your case

1. On the Home page: <https://martinelliginettogroup.integrity.complylog.com/>, click on **"Follow a Case"**.
2. Enter the token number you received and saved after submitting your report, then click **"Follow a Case"**.



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Details of the case

Here you can view and manage all aspects of the case. Use the menu at the top to navigate through the different pages.

Case

This section shows the main details of the case. This includes date, time, event topic, city, country, and description sent.

Reporter

This section shows the information that has been provided by the reporting party. Nothing will be present in the case of anonymity.

File

This section contains all files uploaded by the user or the Compliance Committee Chair documentation to the case. This could include images or documents that provide concrete evidence of the event.

Messages

This section displays messages sent between the user and the Compliance Committee. Whenever you submit a report, you will receive an automatic confirmation message. You can then contact the Compliance Committee through this section with further details, evidence, or questions. You can be contacted by the Compliance Chairperson to be asked *follow-up* questions.

To send the message, you must type the message in the text box, attach the necessary files using the "**Attach File**" link, and use the "**Send**" button to deliver.