

WHISTLEBLOWING ANNEX 3 - PROCEDURAL FLOWCHART

	ACTIVITY DESCRIPTION	FIGURE	FLOWCHART
_			SIQUAM S.r.I.
1	Identification of the Reporting Management Structure	Top Management	Martina Santoni Luca Ciurli
2	Report submission Identification of the possible figure of Facilitator	WHISTLEBLOWER	FACILITATOR
3	Use of reporting forms and communication tools provided by the Company's internal channel	WHISTLEBLOWER	Electrinic channel: PARROT platform Yaraditional mail: Si.Qu.Am. Sr.l. Via Marco Polo, 72 S6031 Bientina (PI) Viet the RMS
4	Acknowledgment of the report	REPORTING MANAGEMENT STRUCTURE	SIQUAM S.r.I.
5	Feedback to the whistleblower on the receipt of the report and acknowledgment within 7 days.	REPORTING MANAGEMENT STRUCTURE	Acknowledgment
6	Pre-analysis: does the report concern the issues related to the Model according the Legislative Decree 231/01 and/or the Code of Ethical Conduct?	REPORTING MANAGEMENT STRUCTURE	SI NO Supervisory Body
7	Does the report fall under the cases provided for by Legislative Decree 24/23?	REPORTING MANAGEMENT STRUCTURE	NO
8	Possible consultation with the designated internal contact : Chief Executive Officer or Steering Committee	REPORTING MANAGEMENT STRUCTURE	CEO <
9	Possible identification of a conflict of interest with the internal contact.	REPORTING MANAGEMENT STRUCTURE	Board of Statutory Auditors
10	Investigation: The activity aims at acquiring, with the utmost confidentiality, all relevant information for assessing the report. The SGS may need the assistance of other parties (internal and/or external) to complete the investigation.	REPORTING MANAGEMENT STRUCTURE	Party supporting the SGS during the investigation
	Assessment and final result: 1) The assessment is carried out based on the elements gathered during the investigation phase.		
11	 Issue of the report at the end of the investigation, assessment of the report's contents and transmission to the relevant parties. 	REPORTING MANAGEMENT STRUCTURE	Report at the end of the investigation if D.Lgs. 231/01 if conflict of interests y Supervisory Body CEO Board of Statutory Auditors
	 Positive result = the report is truthful; Negative result = the report is baseless. 		YES
	 The recipients of the report provide suggestions for the possible application of sanctions. 		Supervisory Body CEO Board of Statutory Auditors
12	5) Communication to the external entities of disciplinary measures provided by the Sanctioning System. This phase could also be activated in the case of a negative result because the sanctioning system may be applied to the whistleblower who acts in bad faith.	REPORT RESULTS RECEIVING PARTIES	
	6) Communication to the external entities if necessary.		
13	Archiving: The final archiving of the documentation (up to a maximum of 5 years) is the responsibility of the designated Reporting Management Structure. If the Supervisory Body has been activated for reports of "231" relevance, this entity will keep its own archive.	REPORTING MANAGEMENT STRUCTURE	SGS Archive
14	Reports register: The Reporting Management Structure is required to maintain the register of the received reports updated as well as the related results.	REPORTING MANAGEMENT STRUCTURE	Reports register
15	Feedback on the report's state to the whistleblower not later than 3 months.	REPORTING MANAGEMENT STRUCTURE	State of the report