



Via Tito Speri, 50 - 25069 Villa Carcina  
tel. 030 881305 – fax 030 8980290 – e mail: [info@fondazionecolturi.it](mailto:info@fondazionecolturi.it)  
Pec: [fondazionecolturi@legal.intred.it](mailto:fondazionecolturi@legal.intred.it)

## HOW TO SUBMIT A REPORT

1. Access the link in the section Whistleblowing of [www.fondazione-colturi.it](http://www.fondazione-colturi.it) website, filling in the form inserting name, surname and e-mail address
2. Follow the instructions received with the e-mail containing the Login Unique Credentials
3. Log in to your account with your credentials
4. From the drop-down menu in the upper right-hand corner, select the "REPORT A VIOLATION" option
5. Proceed by clicking the "CREATE REPORT" button
6. It will be possible to proceed with the report
  - (a) anonymously ticking the relevant box:
  - (b) or, in a non-anonymous form, but in any case, with the guarantees of confidentiality required by law
7. Once the reporting method has been established, the whistleblower will proceed by completing the form. The fields marked with the symbol \* are mandatory. Some fields have an open text option and must have a minimum number of characters.

For any further questions or clarifications, please do not hesitate to contact your company manager.