

Confidentiality and security notes

The report is accessible only by you and the Responsible for Whistleblowing of **BolognaFiere Cosmoprof S.p.A.** tag. Through this platform, you can submit a report in a secure and confidential manner. If required by the regulation, you can submit a report completely anonymously.

Confidential Report: A confidential report is a report in which the whistleblower is identifiable. Confidential reports require the user to register in advance and then, once the account has been created, the user can submit the report. It is possible to send a confidential report even without creating an account, by filling out the report form from the "Report without registration" section (if any) and indicating your personal data at the end of the form. The whistleblower's data is separate from the report, therefore the confidential report is sent to the Responsible for Whistleblowing anonymously. Only the Responsible is entitled to associate the report with the whistleblower's data and thus view the identity of the whistleblower.

Anonymous Reporting: anonymous reports are reports that do not allow the report to be associated with the name of the whistleblower as the data of the name of the whistleblower does not exist. In this case, the whistleblower is not obliged to register with the system and can submit the report as an unregistered user in the "Report without registration" section, if any.

This platform guarantees the confidentiality and security of information: *All content entered by you, including your identity, is encrypted* and can only be read by you and the recipient of the reports (the Responsible for Whistleblowing).

Once the report has been submitted, you can follow its progress and continue to communicate with the Responsible for Whistleblowing through the message area, associated with the report. Again, all information is encrypted and protected by the platform. If you have entered an email address (or if you have registered), you will receive an email notification when the Responsible for Whistleblowing sends you a message. In any case, we recommend that you periodically access your report to check for any requests for clarification from the Responsible for Whistleblowing. For the sake of confidentiality, we recommend that you do not use a business email address.

If you have indicated your name, or if you submit the report as a registered user, your identity remains hidden even to the Responsible for Whistleblowing, who will still have the right to view it if he/she deems it necessary. In this case, you will be informed by a notice within the report.

For greater confidentiality, we suggest you to:

- not to include personal data that could lead to your identity in the description of the reported fact;
- not to use a company email address for registration or to receive notifications from the system;
- Don't send a report from your workstation.