

TOGETHER FOR A SAFE ENVIRONMENT AND AN INCLUSIVE CULTURE



Report bad conduct in a safe and
secure way on
<https://lati.integrity.complylog.com>



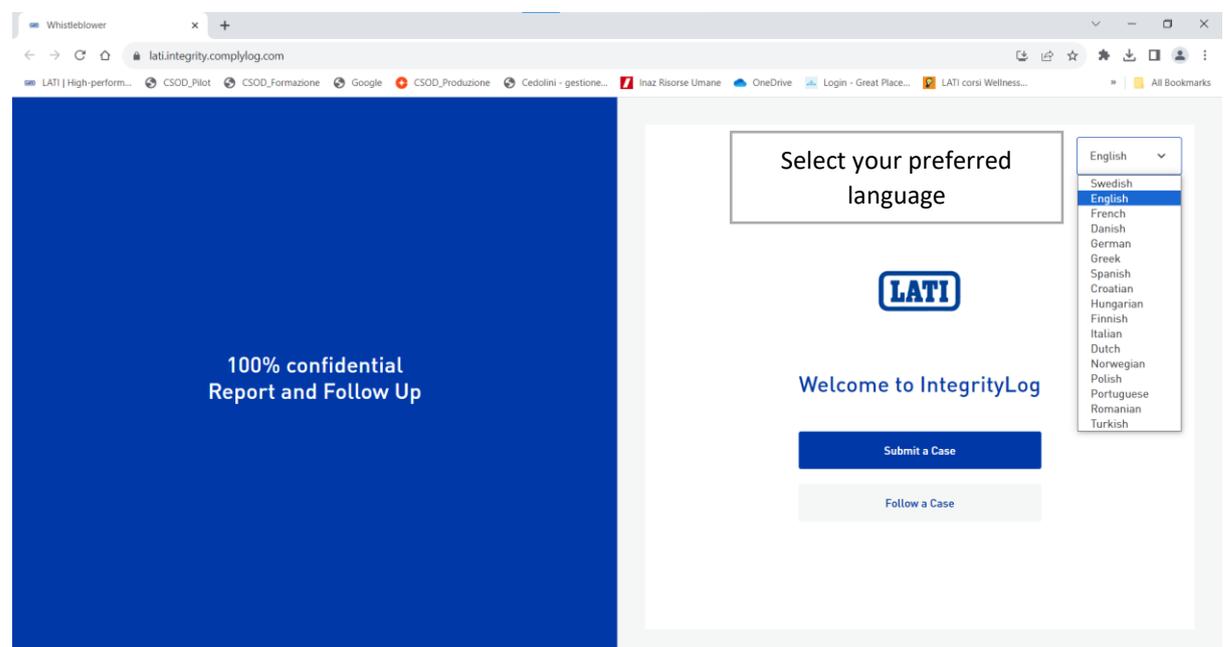
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1. HOW TO ACCESS THE WHISTLEBLOWING SYSTEM

The Whistleblowing reporting tool is accessible from the link

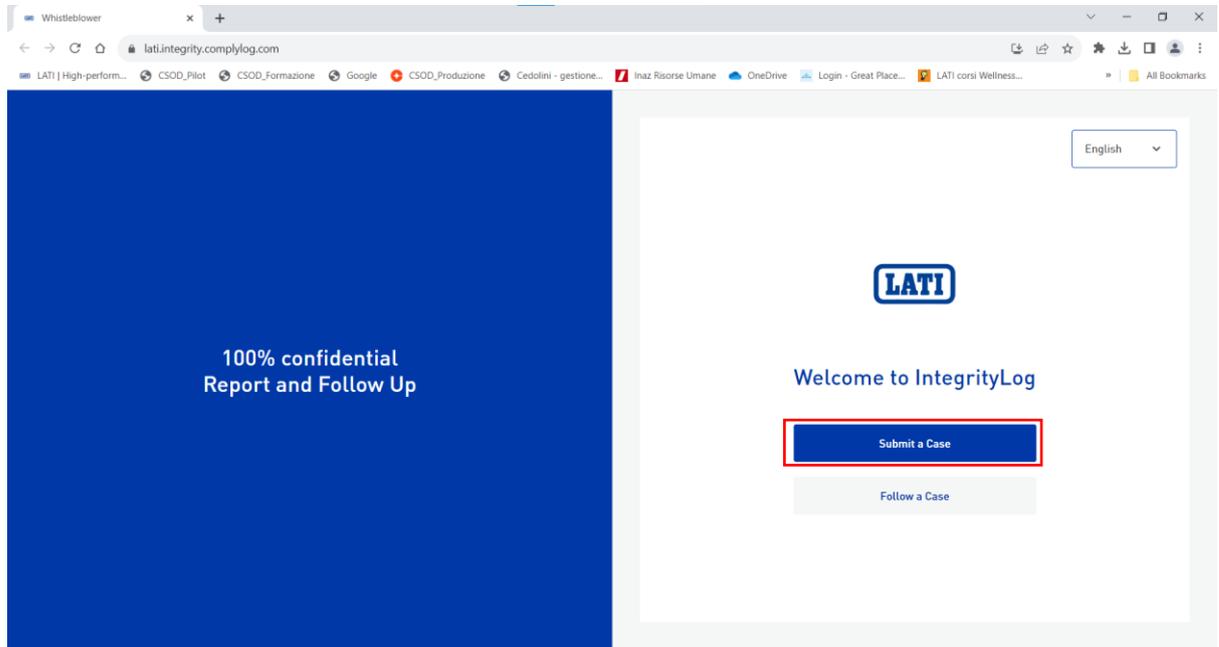
<https://lati.integrity.complylog.com/>



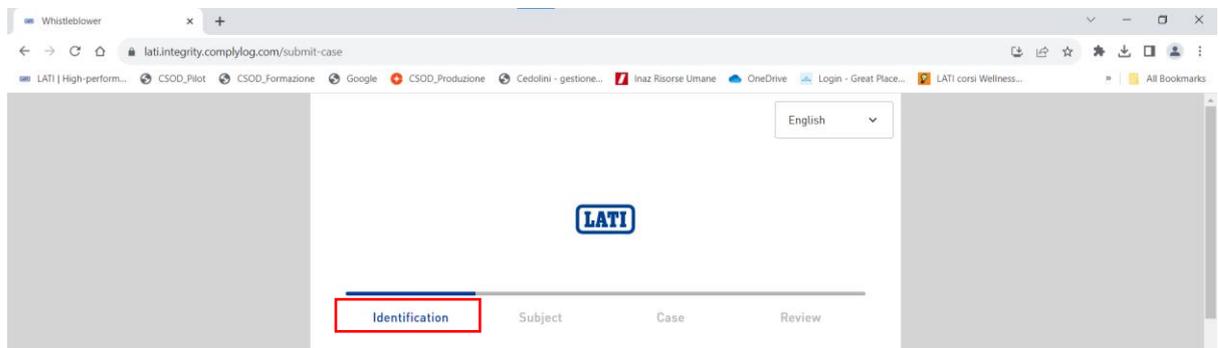
Once the Whistleblowing tool is open, it is possible to submit a case or follow up a case.

2. HOW TO SUBMIT A CASE

Select "Submit a case"



The first step is identification



You can decide to provide your personal data or remain anonymous. In the first case, it will be mandatory to enter your first and last name, while the remaining identifying data will be optional. Then click on Continue

The screenshot shows a web browser window with the URL `lati.integrity.complylog.com/submit-case`. The page title is "Your Personal Details". Below the title, there is a section "Provide my personal details" with the instruction "Choose whether to provide your personal details or submit anonymously". A radio button labeled "Yes" is selected and highlighted with a red box. To the right of the form, a text box contains the instruction: "Leave the cursor on 'Yes' if you want to enter your personal data". The form includes input fields for "First name", "Last name", "Country (optional)", "Job title (optional)", and "Department (optional)". At the bottom, there are "Go Back" and "Continue" buttons.

In case you decide to remain anonymous, simply set no (see image below) and click on Continue

The screenshot shows the same web browser window. The "No" radio button is now selected and highlighted with a red box. A text box to the right contains the instruction: "Move the cursor to 'No' if you do not wish to enter your personal data". The "Continue" button at the bottom is also highlighted with a red box. The rest of the form and navigation elements are the same as in the previous image.

- The second step is that of the subject; the topics to choose from are as follows:
- Human Rights
- Anti-Money Laundering And Combating The Financing Of Terrorism
- Sexual harassment
- Conflict of interest
- Security breach
- Safety and Health
- Violation of Code of Etichs or Document 231
 - Corruption
 - Tax or financial fraud
 - Non-inclusivity and Discrimination

- Other

The screenshot shows a web browser window with the URL lati.integrity.complylog.com/submit-case. The page has a navigation bar with four tabs: 'Identification', 'Subject', 'Case', and 'Review'. The 'Subject' tab is active and highlighted with a red box. Below the navigation bar, the heading 'Case Topic' is displayed. A list of radio buttons is shown, each followed by a small circular icon with an 'i' inside. The topics listed are: Human Rights, Anti-Money Laundering and Combating the Financing of Terrorism, Sexual harassment, Conflict of interest, Security breach, Safety and Health, Violation of Code of Ethics or Document 231, Corruption, Tax or financial fraud, and Men, Inequality and Discrimination. At the bottom of the form, there are two buttons: 'Go Back' and 'Continue'.

Click on the 'i' next to each topic to display a short description of the selected category

This screenshot is similar to the previous one, but a tooltip window is open over the 'Human Rights' option. The tooltip has a title 'Human Rights' and a close button (X) in the top right corner. The text inside the tooltip reads: 'Human rights are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more. Everyone is entitled to these rights, without discrimination.' The 'Continue' button at the bottom of the form is now highlighted with a red box.

The third area is the case area; here you should enter as many details as possible about the case you are reporting. The only mandatory field is the description field while all others are optional (you may attach images/photos and audio files). The more data you provide, the easier it will be to solve the case.

Whistleblower

lati.integrity.complylog.com/submit-case

Identification Subject **Case** Review

Case Details

Please provide as much details as possible, such as the full name and function of the people involved, witnesses, description of facts, date and location, etc.

Date of occurrence (optional) Time of occurrence (optional)

Country of occurrence (optional)

City of occurrence (optional)

Description

[Go Back](#) [Review](#)

Whistleblower

lati.integrity.complylog.com/submit-case

Country of occurrence (optional)

City of occurrence (optional)

Description

The 'Description' field is the only mandatory one

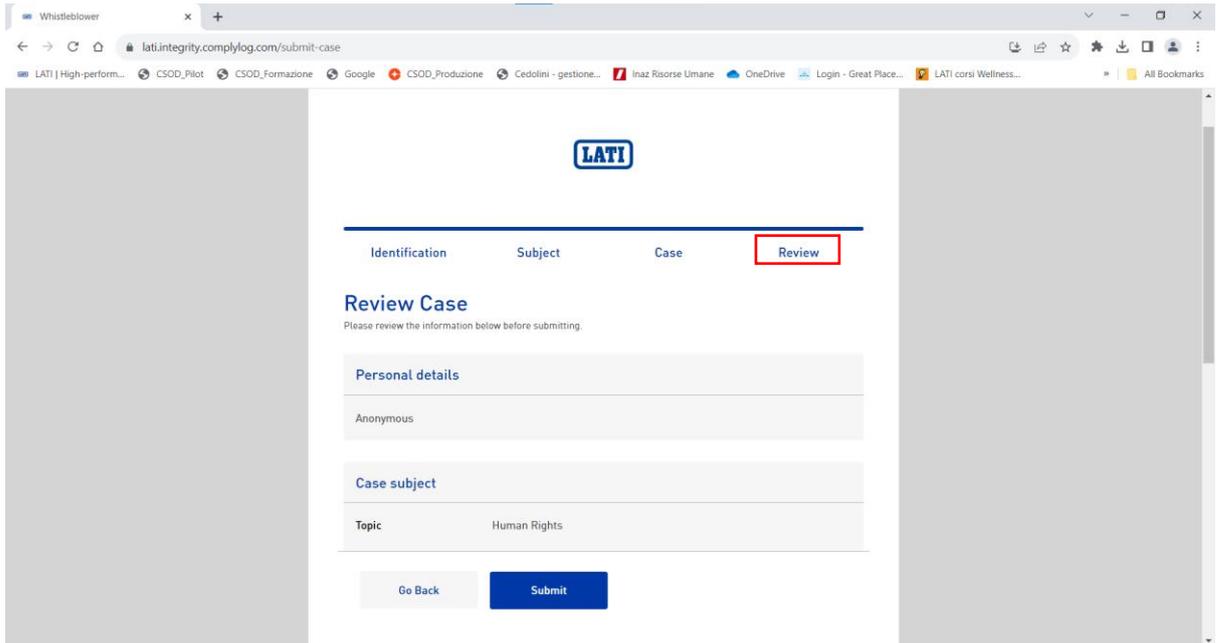
[Record audio](#)

[Attach File](#)

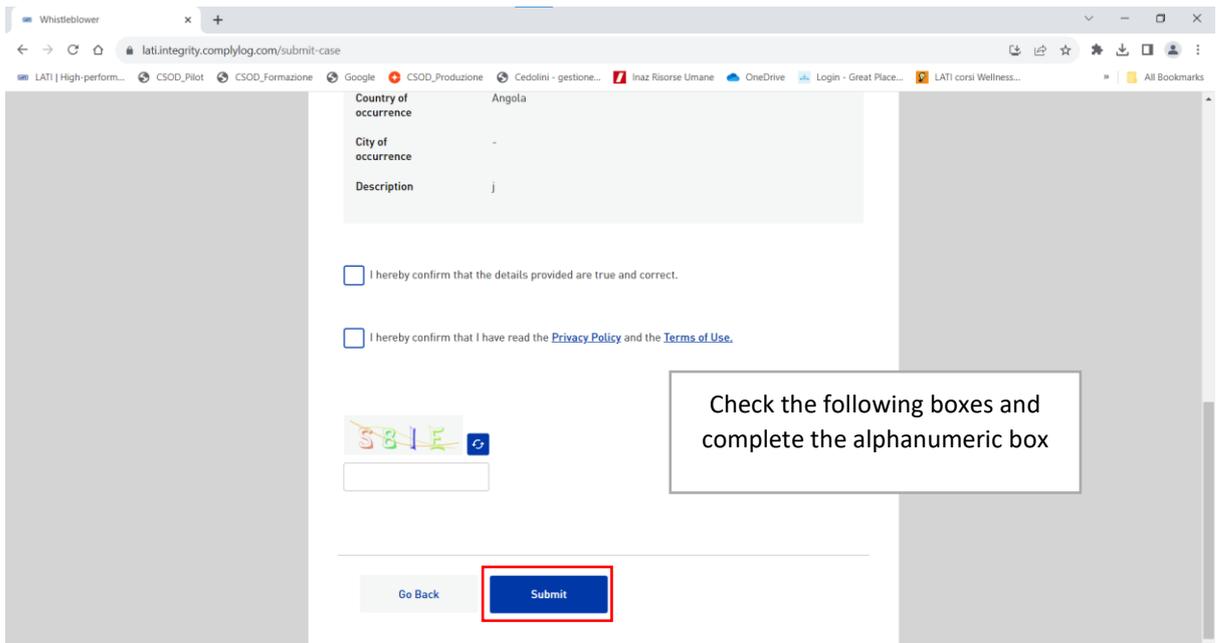
Please upload .doc, .pdf, .jpg, .png, .docx, .ppt, .pptx, .xlsx, .mp3 and .ogg formats below 10MB.

[Go Back](#) [Review](#)

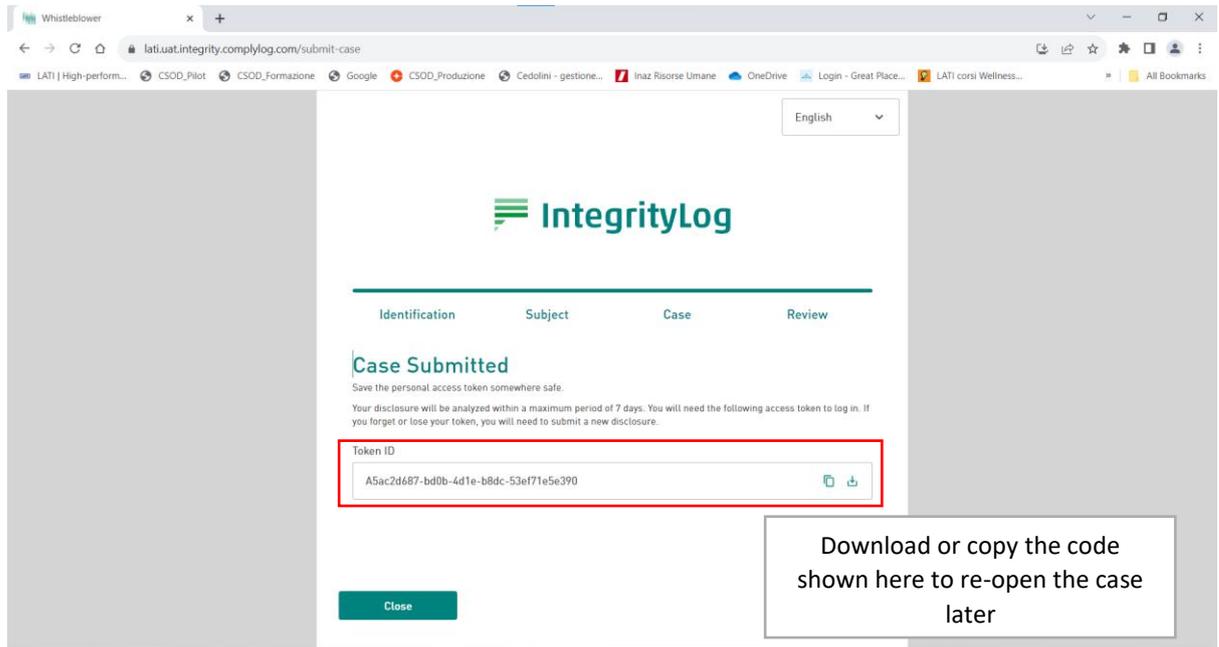
The last step is the review; this screen displays a summary of all the data entered concerning the report being submitted.



Before submitting, the following boxes should be checked and the alphanumeric box completed

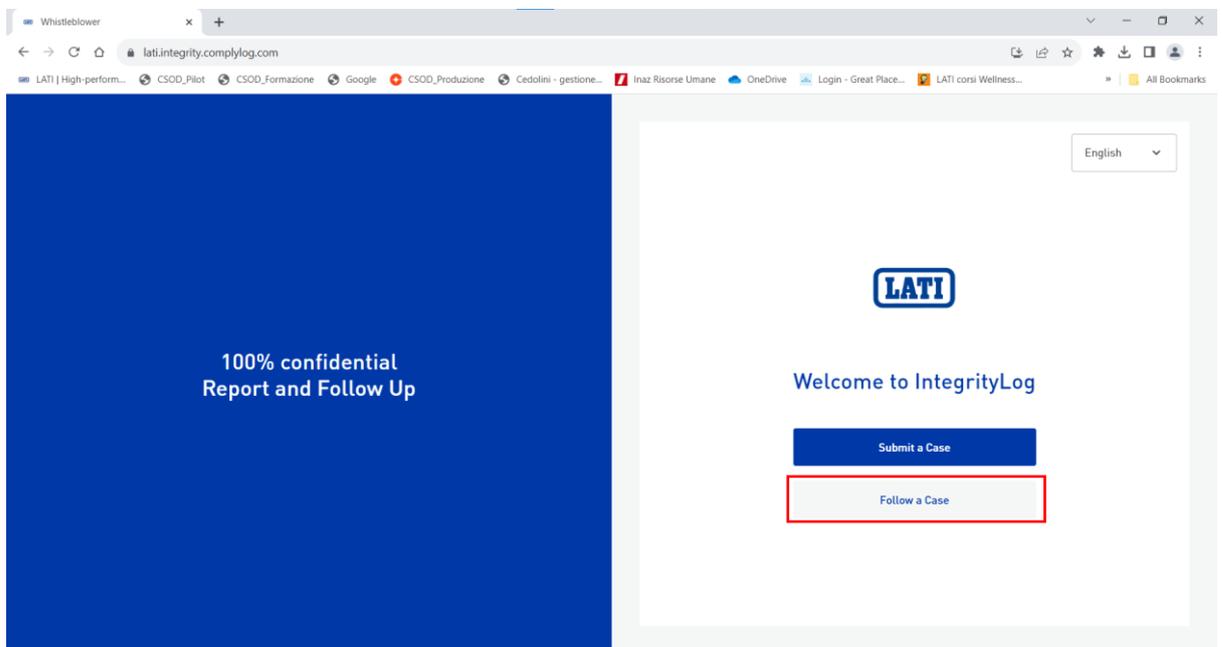


Once the report has been submitted, the following screen will appear. The Token ID is essential to be able to reopen the case once it has been submitted (see images below)

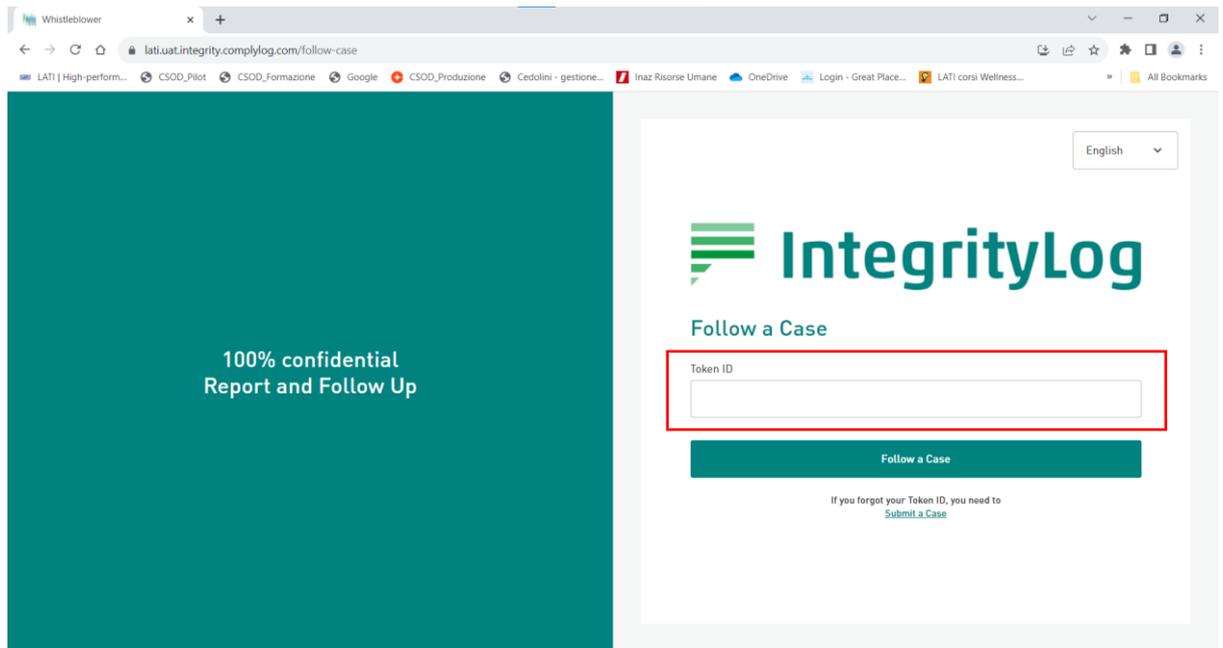


3. HOW TO FOLLOW A CASE

Select 'Follow a case'



Enter your previously saved Token ID and click 'Follow a case' to view all updates related to your report



4. TECHNICAL SUPPORT

For technical support concerning the platform, please write to helpdesk@it.lati.com