

GRIEVANCE MECHANISM AND WHISTLEBLOWING – APPENDIX

CONTENTS

- A. SCOPE
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- D. REFERENCES

No. Rev.	Date	Description	Drafted:	Verified:	Approved :
0	02/10/2023	Ottimizzazione a seguito di consulto legale e modifica organizzativa ad hoc; l'allineamento con i requisiti del NQC SAQ5.0 è mantenuto. Assorbe l'Istruzione IO.3.01.02 "Grievance mechanism", che viene eliminata. Adozione della nuova codifica documentale (era IO.3.01.02). / <i>Optimization based on a legal advice and an ad-hoc organizational change; the alignment to the NQC SAQ5.0 requirements is maintained. It contains the Instruction IO.3.01.02 "Grievance mechanism", that is eliminated. The new doc codification is adopted (it was IO.3.01.02).</i>	Sandra Zanobini	Kety Andreose	Roberto Casolin
1	31/05/2023	Introduzione Whistleblowing (DLgs n.24/2023) e allineamento allo standard NQC SAQ 5.0 / <i>Whistleblowing introduction (DLgs n.24/2023) and alignment to NQC SAQ 5.0 standard</i>	Sandra Zanobini	Kety Andreose	Luigi Toniolo
0	15/02/2023	Prima emissione / <i>First issue</i>	Sandra Zanobini	Kety Andreose	Luigi Toniolo

The purpose of this Appendix is to provide the *standard format* of the email to be sent to the WB Officer by an INTERNAL or EXTERNAL Stakeholder (see Procedure P-002).

The use of the above standard format email applies in two cases:

- INTERNAL REPORT (applicable for both GRIEVANCE and WHISTLEBLOWING)
- REQUEST FOR APPEAL (applicable to GRIEVANCE only)

A. by an INTEERNAL STAKEHOLDER – EMAIL STANDARD TEXT

A1. INTERNAL REPORT

TITLE: GRIEVANCE MECHANISM or WHISTLEBLOWING - INTERNAL REPORT

CONTENT:

I am submitting a FORMAL REPORT. The underlying *facts* are as follows:

.....
.....
.....

I involve the following persons as FACILITATORS:

- mr. nameSurname 1, role XXX (Colleague or Trade Union Representative)
- mr. nameSurname 2, role XXX (Colleague or Trade Union Representative)

I look forward to your prompt reply.

Yours sincerely

XXX (name, signature)
role XXXX

A2. REQUEST FOR APPEAL

TITLE: GRIEVANCE MECHANISM – request for APPEAL

CONTENT:

I am requesting an APPEAL following the outcome of the FORMAL REPORT received on XX/XX/XX. Are the following *facts* or my observations ADDITIONAL to what is stated in the Internal Report:

.....
.....
.....

I involve the following persons as FACILITATORS:

- mr. nameSurname 1, role XXX (Colleague or Trade Union Representative)
- mr. nameSurname 2, role XXX (Colleague or Trade Union Representative)

I look forward to your prompt reply.

Yours sincerely

XXX (name, signature)

role XXXX

B. by an EXTERNAL STAKEHOLDER – EMAIL STANDARD TEXT

B1. INTERNAL REPORT

TITLE: GRIEVANCE MECHANISM or WHISTLEBLOWING –INTERNAL Report

CONTENT:

I am submitting a FORMAL REPORT. The underlying *facts* are as follows:

.....
.....
.....

I involve the following persons as FACILITATORS:

- mr. nameSurname 1, role XXX (Colleague or others)
- mr. nameSurname 2, role XXX (Colleague or others)

I look forward to your prompt reply.

Yours sincerely

XXX (name and signature)

SUPPLIER (or other Organisation) XXX (name, location/address)

role XXXX (in the relevant Organisation, if applicable)

A2. REQUEST FOR APPEAL

TITLE: GRIEVANCE MECHANISM – request for APPEAL

CONTENT:

I am requesting an APPEAL following the outcome of the FORMAL REPORT received on XX/XX/XX. Are the following *facts* or my observations

ADDITIONAL to what is stated in the Internal Report: :

.....
.....
.....

I involve the following persons as FACILITATORS:

- mr. nameSurname 1, role XXX (Colleague or others)
- mr. nameSurname 2, role XXX (Colleague or others)

I look forward to your prompt reply.
Yours sincerely

XXX (name and signature)
SUPPLIER (or other Organisation) XXX (name, location/address)
role XXXX (in the relevant Organisation, if applicable)