

# Whistleblowing

Anonymous reporting management

- [What is Whistleblowing](#)
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# What is Whistleblowing

Whistleblowing emerges as a crucial cornerstone of corporate compliance, enabling employees or external parties such as suppliers or customers to confidentially and protectedly report any illicit behaviors within the scope of business activities.

The term "whistleblower," metaphorically represents the role of a referee or police officer assumed by someone drawing attention to prohibited activities, often illegal, with the goal of stopping them. The whistleblower is a figure within a company, whether public or private, who decides to report wrongdoing, fraud, or a hazard identified during their work. In the case of a customer, this report may arise from their experience with the company.

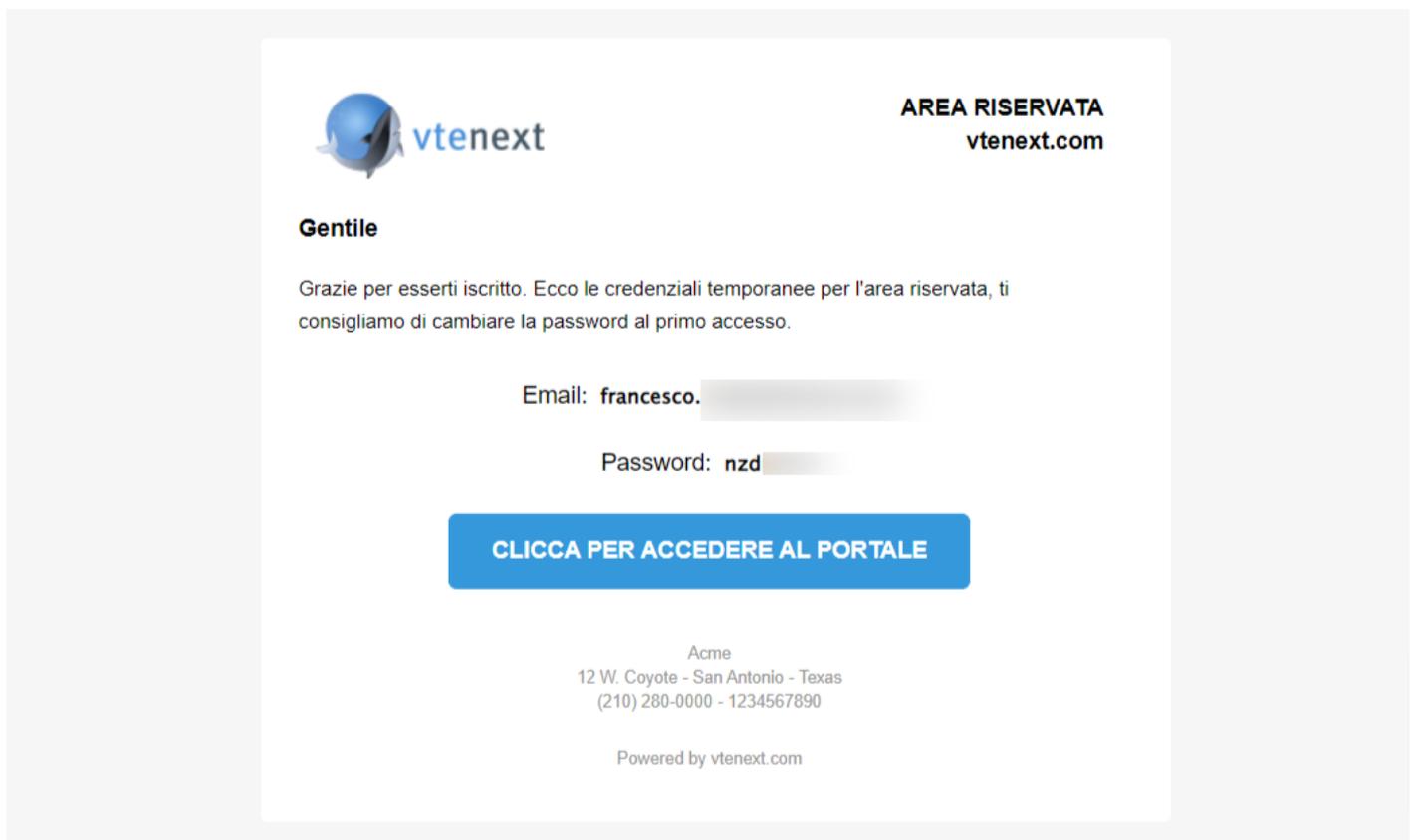
In summary, whistleblowing is the practice of reporting violations of laws or regulations, crimes, corruption, fraud, and situations endangering public health and safety.



# How Whistleblowing web app work

## MANAGER'S SIDE

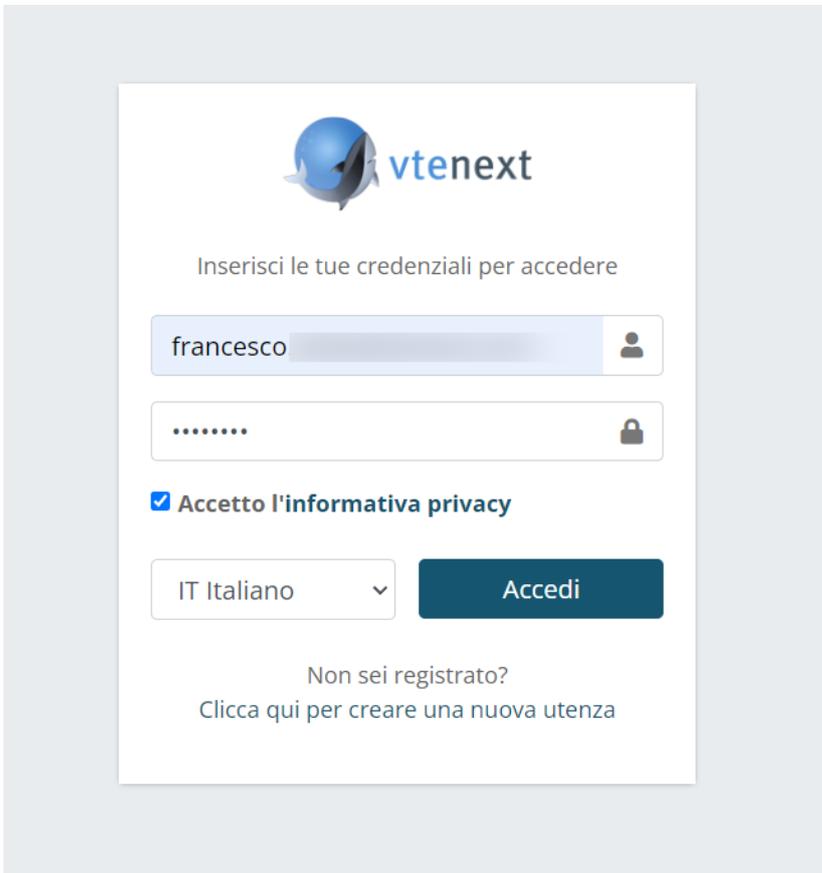
Firstly, an email (automatically generated) is sent to a person called MANAGER. The email will contain a Username, a Password, and a link to access the portal.



*Email for accessing the Whistleblowing Portal as a Manager*

By clicking on the button "CLICK TO ACCESS THE PORTAL," you will directly access the Login page, where the MANAGER needs to enter the credentials provided in that email. It is also necessary to select "I accept the Privacy Policy" to proceed.

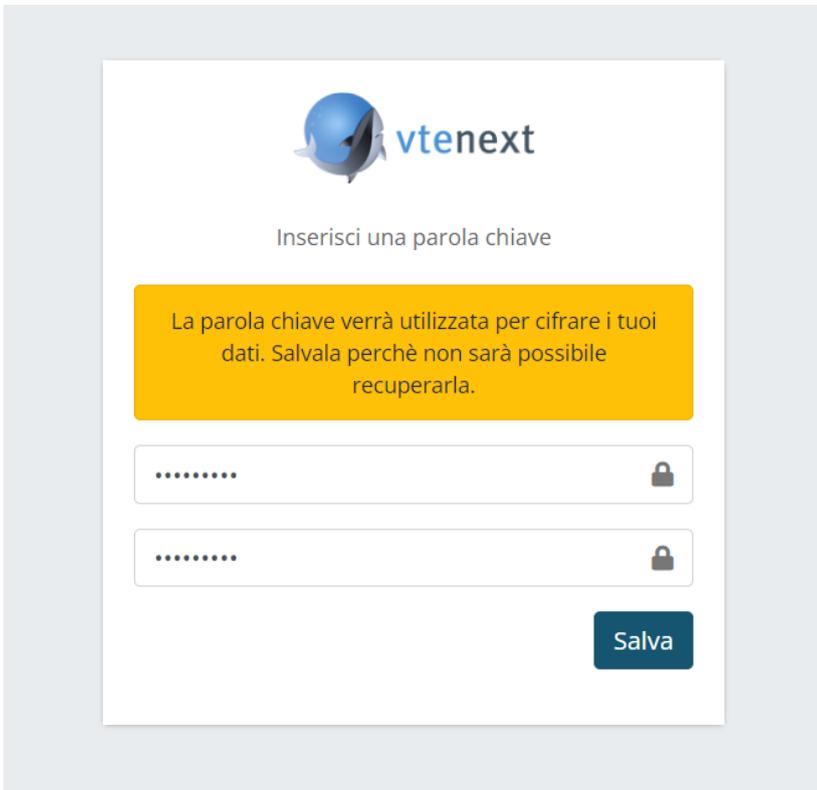
**WARNING: These credentials cannot be recovered in any way, so it is advisable to save them in a secure place.**



*Login page to access the portal as a MANAGER*

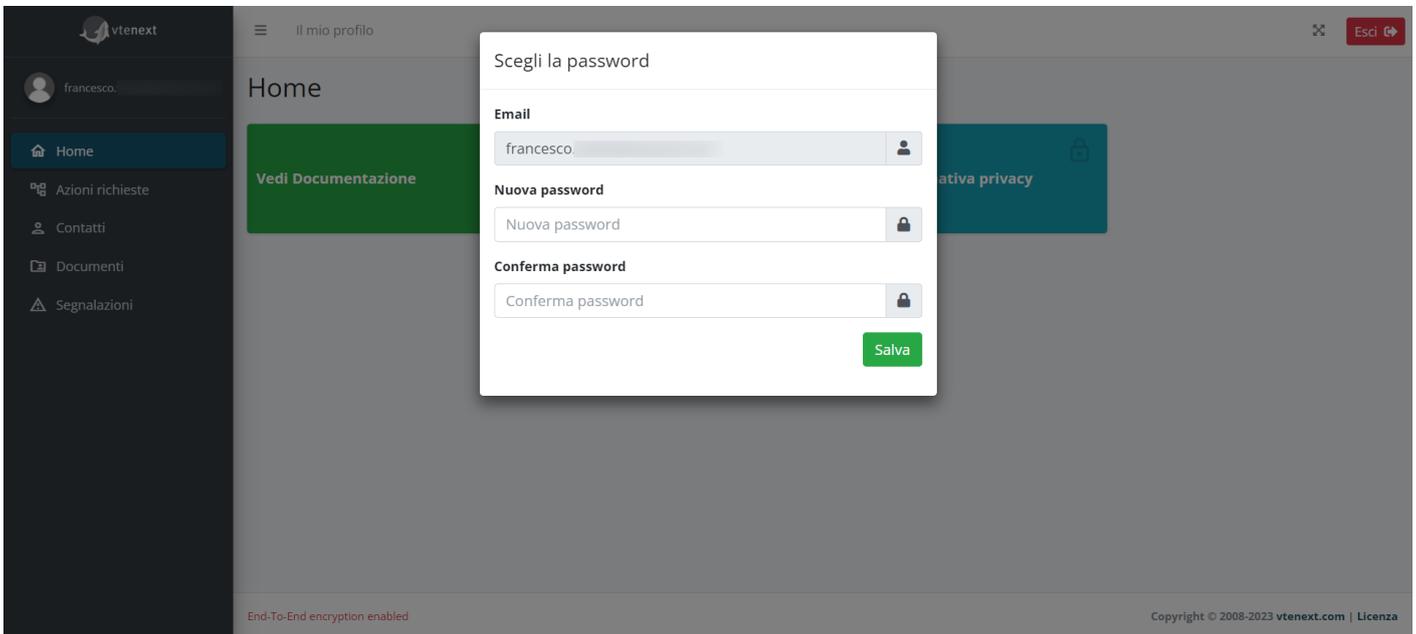
By clicking on the ACCESS button, you will go directly to a page to create a KEYWORD that will remain secret, known only to the MANAGER.

**WARNING: This KEYWORD cannot be recovered in any way, so it is advisable to save it in a secure place.**



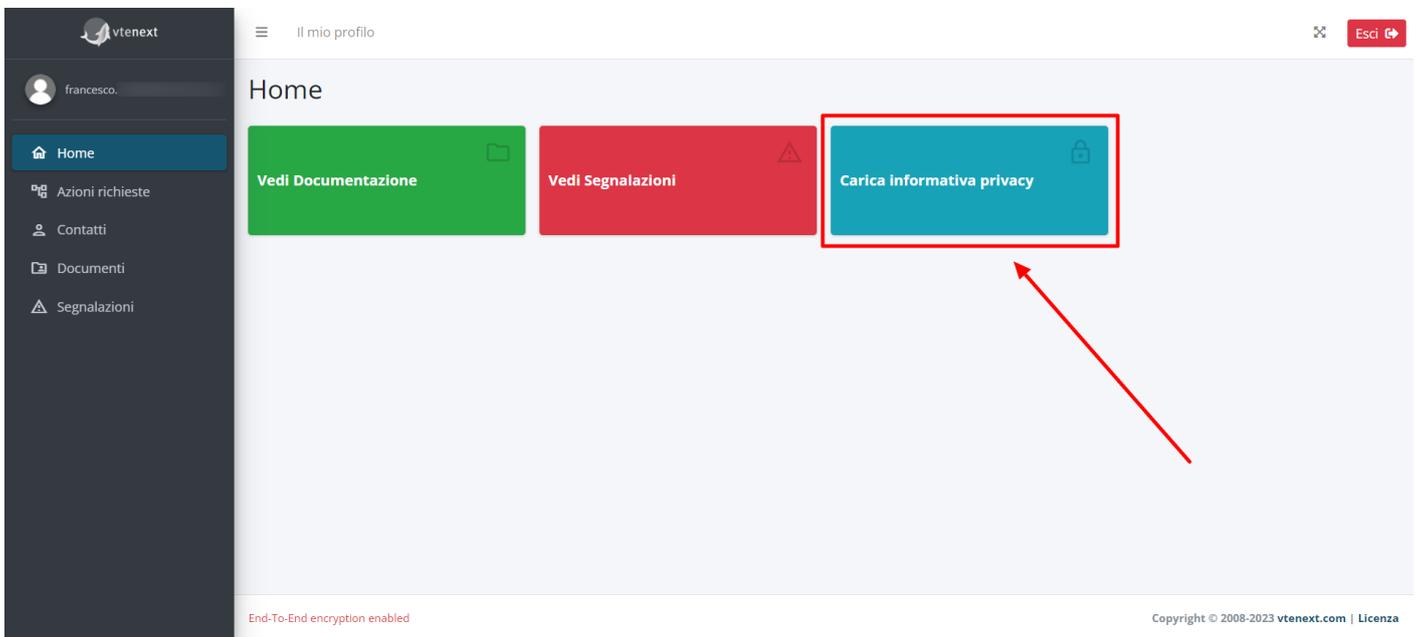
*Keyword creation screen*

By clicking on the SAVE button, you will finally access the Whistleblowing Portal as a MANAGER, and only on the first load, it will ask to change the Password received in the first email automatically sent.

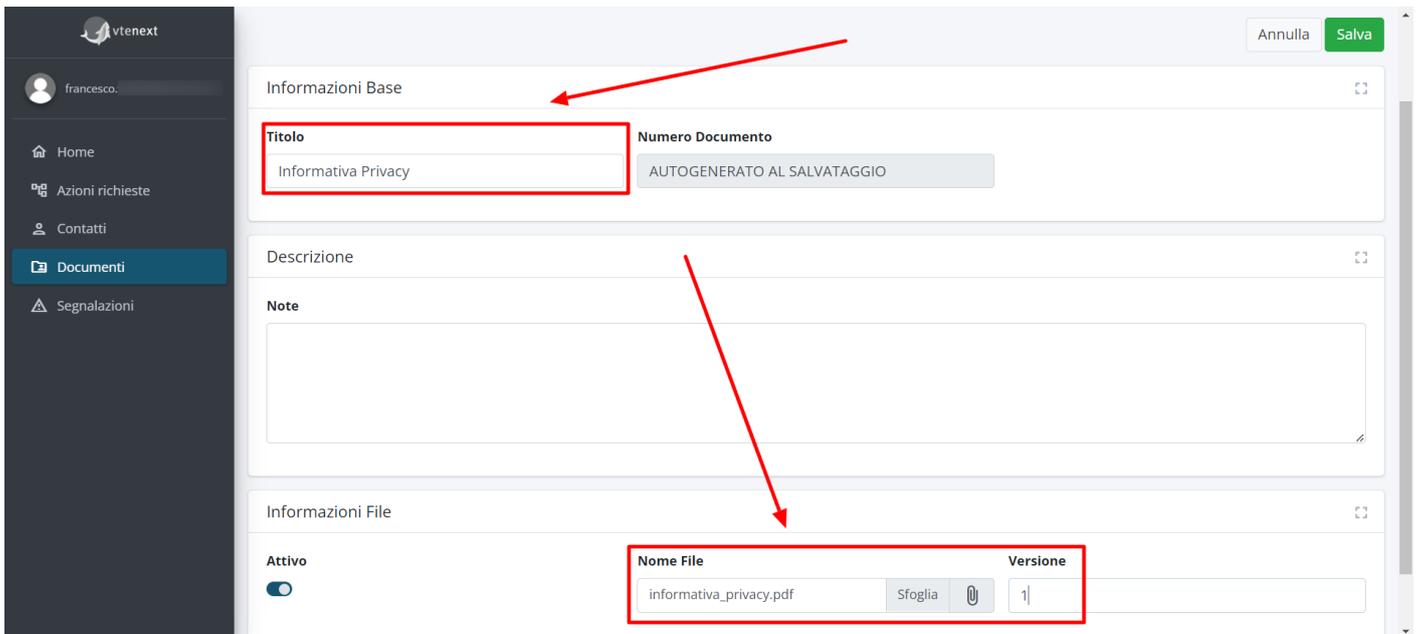


*Password Change screen at the first login*

Afterward, you will enter the Portal, and as the first operation, it will be necessary to upload the PRIVACY POLICY by clicking on the blue button on the right present in the dashboard.



The document creation page will open, which can be published by entering a Title, an attachment (DOC, PDF, etc.), and a version of the document.



By clicking on the VIEW DOCUMENT button on the Homepage, you can access the area of the uploaded documents.

Finally, from the Homepage dashboard, by clicking on VIEW REPORTS, you will access the area to view the reports, where you can see the list and details of each.

Il mio profilo

## Segnalazioni

Mostra 50 elementi Cerca:

Azioni	Nr. segnalazione	Stato	Orario creazione
<input type="text" value="Cerca Nr. segnalazione"/>	<input type="text" value="Cerca Stato"/>	<input type="text" value="Cerca Orario creazione"/>	
<a href="#">Visualizza</a>	TT91	Rigettato	2023-12-15 12:54:11
<a href="#">Visualizza</a>	TT90	Chiuso	2023-12-14 15:21:21
Azioni	Nr. segnalazione	Stato	Orario creazione

Risultati da 1 a 2 di 2 elementi

Precedente 1 Successivo

End-To-End encryption enabled

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### View for the list of Reports

Il mio profilo

## Dettagli segnalazione

Ritorna alla lista

Commenti

**Commento di: Segnalatore 79**

Crittografato  
#3 15-12-2023 12:57:11

**Commento di: Gestore 78**

Crittografato  
#2 15-12-2023 12:55:33

**Commento di: Segnalatore 79**

Crittografato  
#1 15-12-2023 12:54:12

Informazioni segnalazione

<b>Orario creazione</b>	<b>Nr. segnalazione</b>
15-12-2023 12:54:11	TT91
<b>Stato</b>	
Rigettato	

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Page for the detailed view of the report; note that when a Report is CLOSED or REJECTED (the only possible states), the comments are encrypted to maintain anonymity.

## REPORTER'S SIDE

On the REPORTER's side, the user will have the option to receive a link to access a Login and Registration page like the one shown below:



Inserisci le tue credenziali per accedere

Username



Password



Accetto l'**informativa privacy**

IT Italiano



Accedi

Non sei registrato?  
[Clicca qui per creare una nuova utenza](#)

By clicking on "Not registered? Click here to create a new account," the Reporter can access a registration page that will allow them to choose their credentials and, at the user's choice, maintain anonymity.



Sei già registrato? Clicca qui per accedere

Inserisci i seguenti dati per creare una nuova  
utenza

Salva username e password, non sarà possibile  
recuperarli

pallino87

.....



.....



Registrati

You can enter a username and password to maintain complete anonymity and click on REGISTER.

**WARNING: Save in a safe place the chosen username and password, as it will not be possible to recover them.**

Once you click on REGISTER, you will directly end up on the login page, and in this case, you will be asked to create a KEYWORD, which must be kept in a safe place as it will no longer be possible to recover it.



Inserisci le tue credenziali per accedere

pallino87 

..... 

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**Accedi**

Non sei registrato?  
[Clicca qui per creare una nuova utenza](#)

*Login screen as a REPORTER*

**vtenext**

Inserisci una parola chiave

La parola chiave verrà utilizzata per cifrare i tuoi dati. Salvala perchè non sarà possibile recuperarla.

.....

.....

**Opzionali**

Nome      Cognome

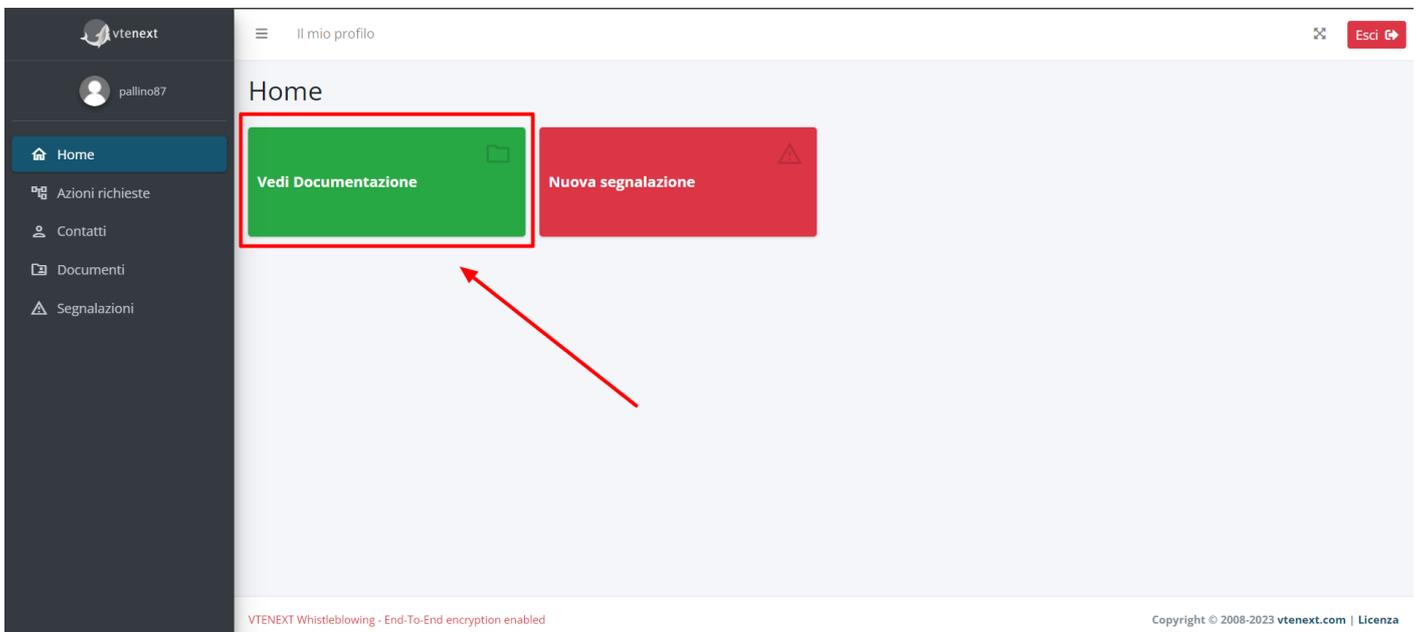
Registrati in modalità anonima

Rendi visualizzabile il tuo nominativo

Salva

*Keyword creation screen as a Reporter; note that it is possible to choose whether to register anonymously or make your NAME visible.*

As a first step, a REPORTER who has just entered the Web App will need to download and read the attached documentation, which will concern the Privacy Policy. **The Document that the Reporter will download will be the last one uploaded in chronological order on the Manager's side.**



As a second operation, the Reporter can open a NEW REPORT by clicking on the corresponding button on the Homepage. At this point, they must fill in all the required fields and click on SAVE in the upper right corner.

The screenshot shows the 'Crea segnalazione' (Create report) form in the vtenext application. The sidebar on the left is the same as in the previous screenshot, but 'Segnalazioni' is now highlighted. The main content area has a header 'Crea segnalazione' and an 'Esci' button in the top right. Below the header are two buttons: 'Annulla' and 'Salva'. The form is divided into several sections:

- Informazioni segnalazione:** A section with a refresh icon.
- Inserisci una descrizione per spiegare la segnalazione:** A text input field containing 'Segnalazione furto'.
- Descrivi la tua segnalazione in dettaglio:** A large text area containing 'Ho subito il furto di...'
- Dove sono avvenuti i fatti?:** A text input field containing 'Azienda dove lavoro'.
- Quando sono avvenuti i fatti?:** A date input field containing '15-12-2023' with a calendar icon.
- Come sei coinvolto/a nel fatto segnalato?:** A dropdown menu with 'Sono una vittima' selected.
- Ruolo rivestito dal soggetto che ha compiuto l'illecito:** A dropdown menu with 'Direttore' selected.

Red lines under the dropdown menus indicate they are required fields, with the text 'Campo obbligatorio' below them.

## CONCLUSIONS

The MANAGER must monitor the situation on the Whistleblowing portal and check for the opening of any new reports.

Azioni	Nr. segnalazione	Stato	Orario creazione
<a href="#">Visualizza</a>	TT92	Risposto dal segnalatore	2023-12-15 15:47:05
<a href="#">Visualizza</a>	TT91	Rigettato	2023-12-15 12:54:11
<a href="#">Visualizza</a>	TT90	Chiuso	2023-12-14 15:21:21

Risultati da 1 a 3 di 3 elementi

Precedente 1 Successivo

The arrival of a new report is visible on the portal thanks to the numbered icon on the left and also thanks to the blue color that the new report takes on in the list view.

Il mio profilo

## Dettagli segnalazione

Ritorna alla lista

Aggiungi un commento

Verifica che non siano presenti i tuoi dati personali all'interno dei metadati dell'allegato

Aggiungi un commento...

Scegli file Sfoglia

Invia

### Commenti

Commento di: Segnalatore 80

- Inserisci una descrizione per spiegare la segnalazione  
Segnalazione furto
- Descrivi la tua segnalazione in dettaglio  
Ho subito il furto di...
- Dove sono avvenuti i fatti?  
Azienda dove lavoro
- Quando sono avvenuti i fatti?  
15-12-2023
- Come sei coinvolto/a nel fatto segnalato?  
Sono una vittima
- Ruolo rivestito dal soggetto che ha compiuto l'illecito  
Direttore
- Attualità della condotta illecita  
La condotta illecita si verifica ripetutamente

### Informazioni segnalazione

Orario creazione	Nr. segnalazione
15-12-2023 15:47:05	TT92

Stato

Risposto dal segnalatore

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In the details of the same Report, it will be possible to **view the Reporter's Comment** (anonymous or with the name, depending on what the Reporter decided during registration), **write a Comment from the Manager** to follow up on the Report (in this case, the Reporter, having not entered and registered the email address, cannot receive notifications, which is why they are required to monitor the portal for any responses), **change the status of the Report to Closed or Rejected**, the only two possible states that encrypt all the comments written up to that moment.