

How to make a Notification through the Whistlelink platform

1	Access the web page https://landoffashion.whistlelink.com/ and read the privacy policy . Follow the instructions that you will find on the platform and on the website - whistleblowing section.
2	If you prefer, the platform also allows you to send the Notifications in anonymous form.
3	<p>Click on the " SEND NOTIFICATION HERE " button, continue by filling in the pre-set fields and adding additional information and/or any files proving the subject of the Notification.</p> <p>Alternatively, you can also click at the top right under "I want to send a notification in audio format", which will allow you to record a voice message describing the same facts. In any case, remember that the Notification must be detailed by indicating:</p> <ul style="list-style-type: none">- The circumstances of time and place in which the event which is the subject of the Notification occurred;- The description of the fact (even in the presence of evidence or with the possibility of attaching documents);- The elements able to identify the subject dealing with the reported facts. <p>If the Notification concerns one of the members of the CIW, the platform itself will exclude from the exchange relating to the Notification the member of the CIW involved in the facts which are the subject of the Notification and therefore the Reporter will be contacted via the platform by one of the other members of the CIW. It will therefore be guaranteed that the management of this Notification is carried out without the involvement of the CIW member concerned.</p> <p>Once entered, you will have the opportunity to recheck everything by clicking on "REVIEW NOTIFICATION", which will show you a summary of the information you reported.</p>
4	When you are sure of the content to forward, click "send".
5	The platform will release the unique alphanumeric code (ticket code) which you must necessarily write down , keep and not disclose to third parties. It will be the only way through which you

	you will be able to access the Notification again to monitor its progress and the manager's responses by clicking on " FOLLOW YOUR CASE " on the initial screen (whether you have made an anonymous Notification or if you have revealed your identity).
6	Once the Notification has been made, you will receive acknowledgment of receipt or notification within seven days, directly visible on the platform. With this notice the deadline for notification of receipt of the Notification is considered elapsed.
7	Within three months (except in special cases) from the acknowledgment of receipt or notification you will receive the outcome of your Notification, i.e. the follow-up and the outcomes it will have.
8	The CIW may make use of internal functions to carry out investigations and checks deemed necessary, or entrust checks to external parties, always respecting your confidentiality.
9	The data and the information present in platform are archived inside and preserved for a period of 5 years.