

	<b>STANDARD PROCEDURE</b> Group	Doc. No. STD_GR-GROUP-ANC-002-E	
	<b>WHISTLEBLOWING REPORTS RECEIVED          (INCLUDING ANONYMOUSLY) BY SAIPEM SPA          AND BY ITS SUBSIDIARIES IN ITALY AND          ABROAD</b>	Rev. 03	Date 27/03/2024
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## ATTACHMENT A

### POSTER

#### Do you have a Whistleblowing Report that you would like to forward to Saipem?

**Who can report? Anyone:** workers, suppliers, contractors, customers, members of local communities, etc.

**What you can report:** any fact that could damage the reputation and respectability of Saipem and its partners, including the conduct of Saipem Personnel or Saipem's stakeholders, that violates the Saipem Code of Ethics, laws or internal regulations or which in any case may damage or harm, even only the image of Saipem.

**How:** through one of the following channels:

- regular mail: Saipem SpA, Internal Audit Function, Via Luigi Russolo 5, 20138 Milan (MI), Italy;
- e-mail address:
  - [WhistleBlowing@saipem.com](mailto:WhistleBlowing@saipem.com);
  - Dedicated channel of the Compliance Committee: [organismodivigilanza@saipem.com](mailto:organismodivigilanza@saipem.com).
- on the Saipem Group website;
- in company sites without widespread access to IT stations, the relevant [**Human Resources** and/or **HSEQ or Compliance to be established on a case-by-case basis**] ensure the presence of alternative tools to collect whistleblowing reports (e.g. "yellow-boxes")
- through the voice-mail box at the number +39 02 442 53012 made available by the Spot Audit and Whistleblowing function;
- through a direct meeting with the Spot Audit and Whistleblowing Function, appointed by Saipem to diligently follow-up the reports received.

**You can also do it anonymously:** Saipem will guarantee you maximum confidentiality and anonymity

**What does Saipem do once the report has been received?** A group of Saipem professionals works on the reports in order to verify the information contained therein and take the most appropriate measures (adoption of prevention, mitigation, sanctioning measures, etc.)

**Protection of the whistleblower from threats or acts of retaliation or discrimination:** it is forbidden to carry out threats or acts of retaliation or discrimination, direct or indirect, against the whistleblower for reasons connected, directly or indirectly, to the Whistleblowing Report

**For further information** on the management of the report, read the Standard Procedure on "Whistleblowing Reports received (including anonymously) by Saipem SpA and by its Subsidiaries in Italy and abroad" (STD\_GR-GROUP-ANC-002), while for the processing of personal data read the "Information notice regarding the processing of personal data for the reporting of offences and for whistleblowing purposes", both also available on the website [www.saipem.com](http://www.saipem.com)