

WHISTLEBLOWING REPORTING FORM



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

1. PREMISE

In the case of filling on paper, use any additional sheets indicating the corresponding paragraph you wish to argue.

2. RECIPIENT OF THE REPORT (*)

Is the person reported a member of the Internal Controls and Auditing System Function or does the whistleblower have reasons why the said Function should not be involved in the management of the report?

<input type="checkbox"/> No	Address the report to: Supervisory Board of Università Cattolica Largo Gemelli,1 20123 Milano
<input type="checkbox"/> Yes	Address the report to: Chairman of the Supervisory Board of Università Cattolica (confidential) Largo Gemelli,1 20123 Milano (**)

(**) in this case the envelope cannot be opened by the Technical Secretariat but only by the President of the Supervisory Board or another delegated member.

3. DETAILS OF THE WHISTLEBLOWER

Name (*)	
Surname (*)	
Telephone number	
Email (*)	

4. PRELIMINARY INFORMATION

4.1. Location related to the event reported (*)

<input type="checkbox"/>	Milan
<input type="checkbox"/>	Rome
<input type="checkbox"/>	Piacenza – Cremona
<input type="checkbox"/>	Brescia
<input type="checkbox"/>	Other (please specify in the box below)

If the item is not present (Other) please specify it here

<input type="checkbox"/>
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The fields marked with (*) are mandatory, without which the report can be discarded.

4.2. To which area of the University does the complaint refer? (*)

<input type="checkbox"/>	programmes
<input type="checkbox"/>	postgraduate programmes
<input type="checkbox"/>	human resources (teaching staff)
<input type="checkbox"/>	human resources (PTA area)
<input type="checkbox"/>	administration and accounting
<input type="checkbox"/>	procurement, purchases, contracts
<input type="checkbox"/>	health and safety at work and environment
<input type="checkbox"/>	research (projects and funding)
<input type="checkbox"/>	relations with public administrations and supervisory authorities
<input type="checkbox"/>	computer security
<input type="checkbox"/>	Other (please specify in the box below)

If the item is not present (Other) please specify it here

<input type="checkbox"/>
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5. COMPLAINT

5.1. Who are the main parties or actors involved? (*)

<input type="checkbox"/>
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5.2. Place and date/time frame in which these events occurred (*)

<input type="checkbox"/>
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The fields marked with (*) are mandatory, without which the report can be discarded.

5.3. The conduct is considered improper since:

5.3.1. Alleged violation and/or non-application of the Code of Ethics

<input type="checkbox"/>	Discrimination
<input type="checkbox"/>	Moral and/or sexual abuse
<input type="checkbox"/>	Abuse of one's role
<input type="checkbox"/>	Conflict of interest
<input type="checkbox"/>	Inappropriate use of computer applications (computer security)
<input type="checkbox"/>	Safety, environment, health and hygiene issues
<input type="checkbox"/>	Infringement of intellectual property rights
<input type="checkbox"/>	Dissemination of confidential information
<input type="checkbox"/>	Problems of transparency, correctness, etc. in relations with suppliers (e.g. gifts and gratuities of considerable value from suppliers, consultants and third parties in general) and/or in conferring professional assignments
<input type="checkbox"/>	Problems related to economic relations with political parties, movements and associations
<input type="checkbox"/>	Problems related to relations with Public Administrations, Institutions and Supervisory Authorities
<input type="checkbox"/>	Money laundering and problems related to accounting records and financial statements
<input type="checkbox"/>	Behavioural criticisms related to student relations and teaching activities
<input type="checkbox"/>	Problems related to the ethics of scientific research
<input type="checkbox"/>	Problems related to the conclusion and publication of scientific results
<input type="checkbox"/>	Plagiarism
<input type="checkbox"/>	Problems in personnel selection and management (favouritism, nepotism, etc.)
<input type="checkbox"/>	Problems related to the ethical evaluation of basic, animal and clinical trials and other activities carried out in the university field
<input type="checkbox"/>	Activity detrimental to the reputation or image of the Catholic University
<input type="checkbox"/>	Other (please specify in the box below)

If the item is not present (Other) please specify it here

<input type="checkbox"/>
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The fields marked with (*) are mandatory, without which the report can be discarded.

5.3.2. Alleged violation and/or non-application of the Organisation, Management and Control Model

<input type="checkbox"/>	Violation or non-application of the General Part of the Model;
<input type="checkbox"/>	Violation or non-application of the Statute and/or other Regulations of the University;
<input type="checkbox"/>	Violation or non-application of the provisions of the Special Part of the Model;
<input type="checkbox"/>	Violations of other components of the Model (specify which in the box below)

If the item is not present, please specify it here

<input type="checkbox"/>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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5.3.3. Alleged offences and/or suspicion of civil, administrative and/or criminal offences (please specify)

<input type="checkbox"/>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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5.4. Short description of the facts (*)

<input type="checkbox"/>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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The fields marked with (*) are mandatory, without which the report can be discarded.

5.5. Attach any useful documents to the report (report of the incident and any other supporting documents)

<input type="checkbox"/>	You have documents to support the report
<input type="checkbox"/>	You do not have any documents to support the report
<input type="checkbox"/>	You are aware of documents useful for reporting

Provide useful information to the SB to evaluate the possibility of autonomously retrieving the documents supporting the report (without the intervention of the whistleblower)

<input type="checkbox"/>
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6. FINAL INFORMATION

Have the facts already been reported to other authorities and/or subjects inside and/or outside the University? (*)

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes

If the answer is Yes, please indicate to which Authority/Functions/Subjects, etc.

<input type="checkbox"/>
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place.....,

date.....

Signature

.....

The fields marked with (*) are mandatory, without which the report can be discarded.