

USER MANUAL/COMPLIANT

WHISTLEBLOWING REPORTS MANAGEMENT APPLICATION



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

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The purpose of this manual is to describe the use of the computer application for reporting to the Supervisory Body (SB) of Università Cattolica del Sacro Cuore (hereinafter also referred to as University).

1. ACCESS TO THE APPLICATION - HOME

Access the application by selecting the default link present both on the reports web page, which can also be reached from the web pages referring to the Code of Ethics and the Organisation, Management and Control Model (Model), present on the University website. In this way it is possible to directly access the home page, register, and then access the computer system in order to enter a new report and consult the reports already made.



2. USING THE APPLICATION AND REGISTRATION

To use the alerts management application, users must register.

This registration provides a guarantee of the real existence of whistleblowers as well as the guarantee that only a report is made in their name and not in the name of a third party.

It should be noted that the application makes use of technical, IT, organisational, logistical and procedural methods that are constantly evolving in order to guarantee the best levels of integrity and confidentiality of the identity of the whistleblower as well as the personal data entered, in accordance with current regulations.

As a measure of greater protection of the identity of the whistleblower, in addition to those guaranteed by the application, it is advisable to carry out registration and subsequent reporting, possibly accessing the application from a network other than that of the University, in order to prevent potential unauthorised accesses from being traced back to the reporting user via the IP code of the device from which the connection is made.

During registration it is necessary:

- insert/create your own ID;
- enter/create your own password;
- indicate your name and surname;
- indicate a valid email, also used to confirm the real identity of the whistleblower. In this regard, it is recommended to use a personal email account and not of the University (do not use domain @unicatt.it / @icatt.it) as a further element of greater protection of the identity of the whistleblower, to avoid the same risks mentioned in the previous paragraph.

ID and password created during registration are strictly personal and necessary to access the reporting portal. The utmost care and attention must be paid to these credentials, with the recommendation to keep them in places with restricted access and secure methods.

After registration, it is necessary to validate the registration via the link that will be sent to the specified email address. Until this procedure is done the profile will not be active and it will not be possible to access the system.

In case the email does not arrive, please check the SPAM box and contact the Technical Secretariat of the OdV at the telephone numbers indicated on the respective web page.

WHISTLEBLOWING
Powered by UNIPOL FIRECATCHER...

Per registrarsi è necessario compilare tutti i campi obbligatori presenti nel modulo.

Al termine della registrazione, all'indirizzo indicato, verrà inviata una e-mail di conferma contenente i riferimenti necessari per attivare il tuo profilo.

Nome utente*
Scegli il tuo nome utente (alfanumerico, max 20 car.)

Password*
Crea una password (alfanumerica, max 20 car.)

Conferma Password*
Conferma Password

Nome*
Nome

Cognome*
Cognome

Email*
Email

TOKEN*
TOKEN

Scrivi il codice di controllo riportato nell'immagine **136723**

[Cambia codice](#)

CANCELLA **REGISTRA**

3. RECORDING DATA RECOVERY

If you have lost your access credentials to the application, you can retrieve them using the "retrieve your data" function on the login screen.

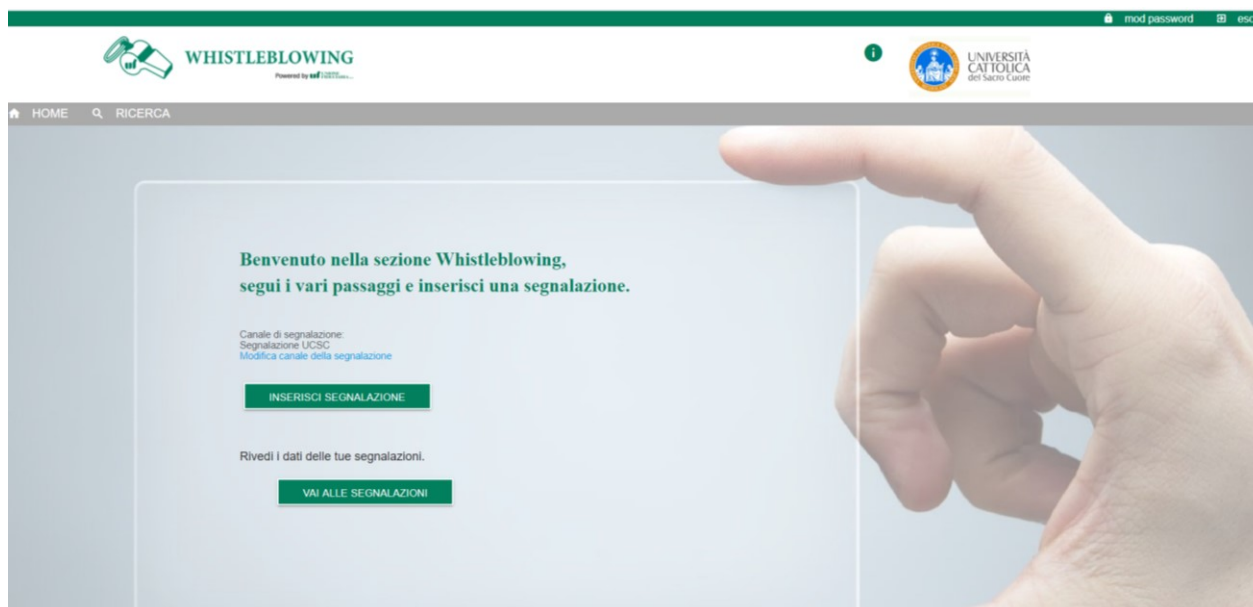
In case of lost password you will need to enter your ID, the system will send a new password to the email associated with the ID.

In the case of a lost ID you will need to enter the email used for registration, the system will send the specified email a temporary ID which will need to be changed at the next login.

4. STARTING AND MANAGEMENT OF THE REPORT

By entering your credentials, you have access to the initial report management page, which has two functions:

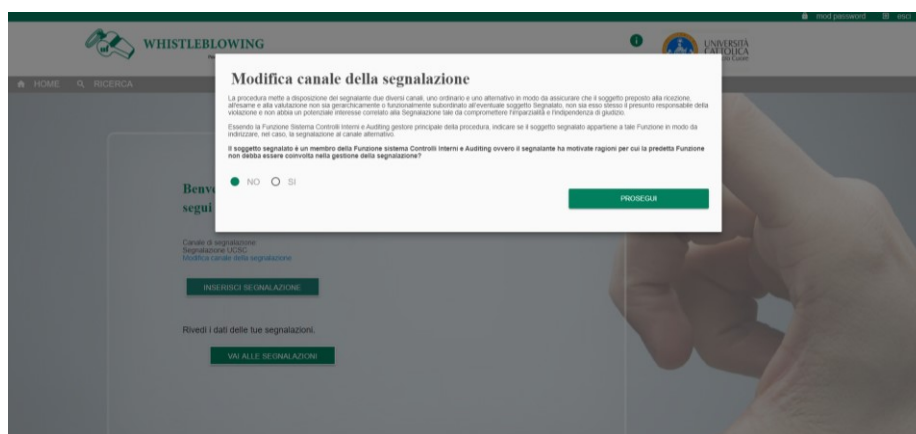
- allows you to enter a new report;
- allows you to consult the reports entered, in order to check the status of a previously entered report, as well as to view and dialogue with the OdV through specific messaging functionality.



By means of the "Insert report" function, a screen will open in which you are invited to choose the relevant channel for the report. In particular, in view of the role of the Internal Control and Auditing System Function as the Technical Secretariat of the SB, to further protect the reporter, it is asked to specify:

- if the report does not involve the Internal Control and Auditing System Function, in which case the system will automatically direct the report into the ordinary management process;
- if the report involves the Internal Controls and Auditing System Function, in this case the system will direct the report into a process that will reach only the SB and will not make the report visible to the Technical Secretariat of the SB.

Once the appropriate reporting channel has been selected, click on "Continue" to proceed to the reporting questionnaire.



5. COMPILATION OF THE REPORT

The report is compiled by means of a series of successive screens that constitute a guided path in which you are directed to enter the main data useful for the compilation of a report. Information about the content of the reports is available on the Reports web page, as well as in the specific document "What to report".

The screenshot displays the 'Informazioni Preliminari' (Preliminary Information) screen of the Whistleblowing system. At the top, there is a navigation bar with 'HOME' and 'RICERCA' links. Below this, a progress indicator shows three steps: 1 (active), 2, and 3, followed by a 'Fine' (End) button. The main form area is titled 'Informazioni Preliminari' and includes the following fields:

- Sede relativa all'evento oggetto di segnalazione***: A dropdown menu with 'Milano' selected.
- A quale ambito dell'Ateneo si riferisce la segnalazione?***: A dropdown menu with 'corsi di laurea' selected.
- Se la voce non è presente (scegli "Altro") specificarla qui**: Two text input fields for additional details.

At the bottom of the form, a note states: 'I campi contrassegnati da * sono obbligatori' (Fields marked with * are mandatory). Navigation buttons 'INDIETRO' (Back) and 'PROSEGUI' (Next) are located at the bottom of the form area.


WHISTLEBLOWING
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1 2 3 Fine

Segnalazione UCSC

Compila la tua segnalazione

Chi sono le principali parti o soggetti coinvolti?*

Luogo e data/arco temporale in cui si sono verificati gli eventi in questione*

La condotta è ritenuta illecita perché:
Presunta violazione e/o mancata applicazione del Codice Etico

☐ Discriminazione
☐ Abusi morali e/o sessuali
☐ Abuso del proprio ruolo
☐ Conflitto di interessi
☐ Inappropriato utilizzo delle applicazioni informatiche (sicurezza informatica)
☐ Problematiche di sicurezza, ambiente, salute e igiene
☐ Violazione dei diritti di proprietà intellettuale
☐ Diffusione di informazioni riservate
☐ Problematiche di trasparenza, correttezza ecc. nei rapporti con i fornitori (p.e. doni e regalie da fornitori, consulenti e terzi in genere) e/o nel conferimento di incarichi professionali
☐ Problematiche connesse ai rapporti economici con partiti politici, movimenti e associazioni
☐ Problematiche connesse ai rapporti con le Pubbliche Amministrazioni, Istituzioni e Autorità di Vigilanza
☐ Riciclaggio di denaro e problematiche connesse alle registrazioni contabili e al bilancio
☐ Criticità comportamentali connesse ai rapporti con gli studenti e alle attività didattiche
☐ Problematiche connesse all'etica della ricerca scientifica
☐ Problematiche connesse alla conclusione e alla pubblicazione dei risultati scientifici
☐ Plagio
☐ Problematiche nella selezione e gestione del personale (favoritismi, nepotismi ecc.)
☐ Problematiche connesse alla valutazione etica delle sperimentazioni di base, animali, cliniche e sulle altre attività svolte in campo universitario
☐ Attività lesiva della reputazione o dell'immagine dell'Università Cattolica
☐ Altro (specificare)

Se la voce non è presente (scelta "Altro") specificarla qui

Presunta violazione e/o mancata applicazione del Modello di organizzazione, gestione controllo

☐ Violazione o mancata applicazione della Parte Generale del Modello
☐ Violazione o mancata applicazione dello Statuto e/o di altri regolamenti dell'Ateneo
☐ Violazione o mancata applicazione delle disposizioni della Parte Speciale del Modello
☐ Violazioni di altre componenti del Modello (specificare quali)

Se la voce non è presente (scelta "Altro") specificarla qui

Presunti illeciti e/o sospetto di illeciti civili, amministrativi e/o penali
(specificare)

Descrizione breve dei fatti *
(sino a 4000 caratteri, altrimenti aggiungere allegato)*

Allegare eventuali documenti utili alla segnalazione (relazione dell'accaduto se superiore a 4000 caratteri ed eventuali ulteriori documenti a supporto)

☐ Si posseggono documenti a supporto della segnalazione
☐ Non applicabile (non si posseggono documenti a supporto)
☐ Si è a conoscenza di documenti utili alla segnalazione

Fornire informazioni utili all'OdV per valutare la possibilità di recuperare in autonomia i documenti a supporto della segnalazione (senza intervento del segnalante)

INDIETRO
PROSEGUI

WHISTLEBLOWING

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UNIVERSITÀ CATTOLICA del Sacro Cuore

HOME

RICERCA

1

2

3

Fin

Segnalazione UCSC

Informazioni finali e invio segnalazione

I fatti sono già stati segnalati ad altre autorità e/o soggetti interni e/o esterni all'Ateneo?

☐ NO

☒ SI

Indica a quale autorità/funzione/oggetto

INDIETRO

PROSEGUI

Università Cattolica del Sacro Cuore

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6. CONCLUSION AND SENDING OF THE REPORT

At the end of the compilation, a summary screen allows you to make a final check of the data entered through the previous steps. Before proceeding with the final submission of the alert, you are offered the option to return to the previous screens to enter different information or if you decide not to send your alert. Please note that by selecting the "SEND" button the report will be forwarded to the Supervisory Body and it will no longer be possible to modify the data entered or cancel the sending of the report.

After sending the report, the system presents a confirmation page to confirm that the report has been sent.

7. CONSULTATION OF THE REPORT AND RELATED COMMUNICATIONS

You can consult the report sent by accessing the application and selecting the search function for the reports entered.

It should be noted that the reporting application is the only communication channel through which updates, information and any requests for further information on the status of the report management will be transmitted, always with a view to greater protection of the confidentiality and security of the identity and data of the whistleblower. The whistleblower is therefore required to periodically access the system, after entering the report, in order to check its progress.