SPICA

Whistleblower
Software

How to make a reporting?

Guide to the reporting page
https://whistleblowersoftware.com/secure/Spica

Benvenuto!

Welcome to your guide to the incident reporting page. We will guide you through the entire online reporting process.

In this guide, you can read about:

- **How to create a written or oral report,**

- **Access the existing report and see what actions have been taken,**
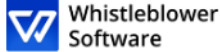
- **Send additional information and files.**

Contents table

Reporting page

How to create a report

SPICA | **Whistleblower Software**

English ▾

Home   Guide for reporting

Spica Whistleblower Channel
As an employee, you can report serious matters anonymously or if you have reasonable suspicion of such matters.

Anonymous reporting of serious matters
Through this page, you can submit information about reprehensible matters or report actions that are unethical, illegal or in violation of internal policies. The scheme is to be used to bring matters to light that would not otherwise have come to light.

It can be reported confidentially with indication of name and contact information or, if desired, 100% anonymously.
All inquiries are treated confidentially and securely.

HR related matters
HR related matters cannot be reported in this system, but must instead be discussed with the immediate manager, director or HR.

From this page you are able to make a new secure report or follow up on an existing report.

Following up on your reports can be relevant for numerous reasons:
1) You wish to see the status of your report, to check if action is being taken.
2) You wish to provide additional information to your report.
3) The system administrators has requested additional information from you to help them resolve the issue or take the appropriate action.

You can read more about the whistleblowing legislation in EU here.

Here you can read about what you should know before submitting a report.

+ Create a new report   Follow up on existing report

1 Access the online reporting page on any device through the reporting link provided by Spica or through the QR code

2 Choose your favourite language

3 Click +Create a new report

How to create a report

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+ Create a new report   **Follow up on existing report**

You can choose whether to make a written or oral report. Choose if create:

A written report
If you want to make a written report, compile the data.

A report in oral form

If you want to create an oral report, click on *i want to report orally*

6

A.Written report

A. Written report

Fill in the required information:

- **Subject: short description of your report,**

  Choose from a report confidential or anonymous (for further information click on "show more"),

- **Description: Describe the subject of your report in as much detail as possible**

Note: If you choose to make an anonymous report, make sure you don't disclose your personal data from anywhere in the report.

A. written report

- **Category: choose the category that best describes the type of event reported**

- **Further questions: Other questions may be required or optional to complete the report, e.g. Your contact information**

- **Documents: you can upload different formats e.g. PDF, images, videos.**

Note: Every trace of Metadata is automatically removed.
Click on Submit once your report is complete

Select categories associated with the case

None selected ▼

Name

Phone number (Optional)

+44 ∨ Enter phone number

Recipient(s)

👤 *After selecting category, you can see who your report will be sent to here.*

Files

Upload file
Files up to 100Mb
Metadata from files is removed automatically

✓ Submit

6

B.Reporting in oral form

B. Oral report

Click on *Record audio,*

Note: your voice will be distorted to ensure your safety and anonymity..

⑥ Category: choose a category that best describes the type of event reported,

⑦ Documents: you can upload different formats e.g. PDF, images, videos,

⑧ Click on Submit once your report is complete

Access code

Save your code access

After submitting your report, do not forget to save your *password*

·····················
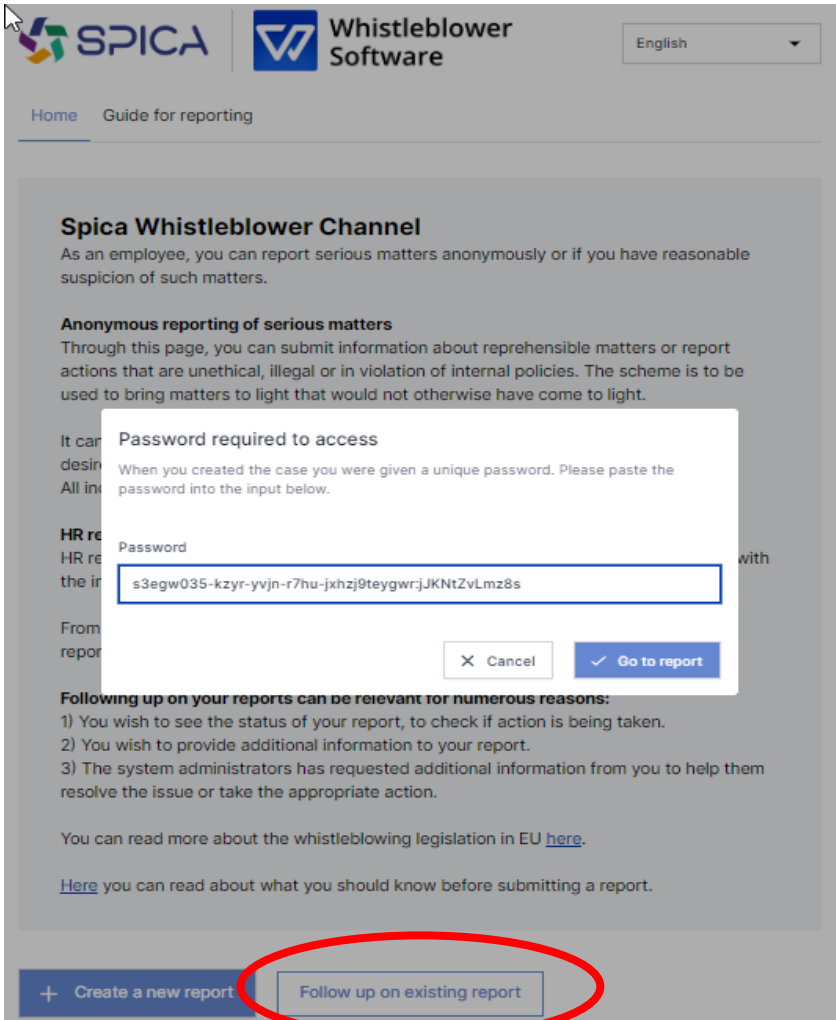
Why is the code important?

- **Gives you access to your report,**
- **Further communication with operators is possible,**
- **You can check the status of your report and new messages..**

How to save the access cose?

- **Copy and paste the code in a safe document,**
- **Download it in your device**

Follow-up of the report

Follow up of the report

Go to reporting page.

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Click on *Follow up on existing report.*

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Enter the unique access code in the password field. This code will be generated automatically when you submit your report.

4

Click on *Go to the report.*

Overview of your report

You have now access on a page with the details of your report

In this page you can:

- **Check the entire report,**
- **Verify the status of your report,**
- **Check who's dealing with the reported event,**
- **Read the messages written by the operetors of this case,**
- **Give further information by sending follow-up messages or document.**

Sharing of further details

You can share more details after sending your report by sending a new message.
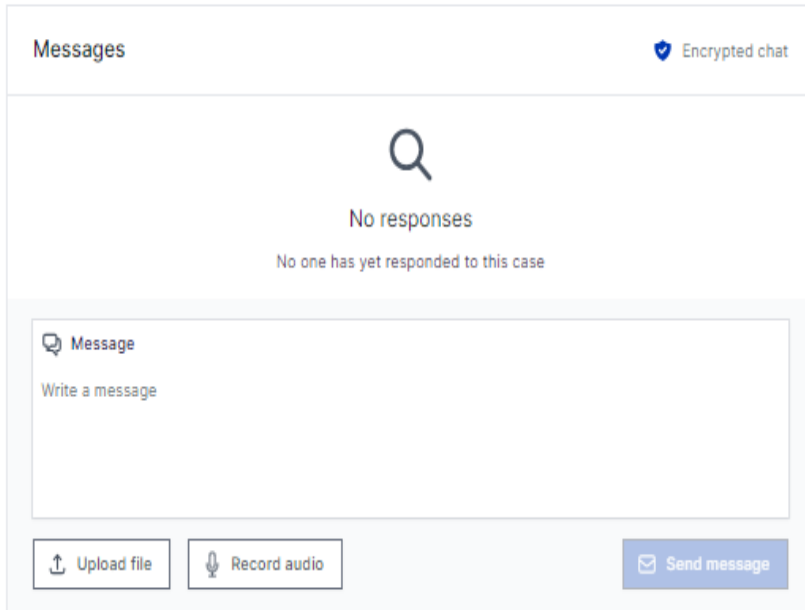
When you access your report and scroll under *Case Details*, you have the possibility to send a new written or oral message.

Just write a message, record an audio or send a document and click on the *Send message*.

Any new message and document will be automatically tied to the existing report

Whistleblower

Software Aps

www.whistieblowersoftware.com

Link to Spica electronic reporting platform
https://whistleblowersoftware.com/secure/Spica