Appointment of the designated department/person | TEMPLATES

# INDIVIDUAL

## 1. Purpose

Under European Union Directive 2019/1937 - the so-called “Whistleblowing” directive - (the “Directive”) and relevant national implementation acts, entities falling within the scope of applicability must designate one impartial person or department within their organization, competent for following up on any filed whistleblower reports.

This document serves the purpose of formally designating such an impartial person within **[Company Name]**.

## 2. Designation

**[Name and surname]** is hereby designated as the impartial person competent to receive and follow up on whistleblower reports submitted to **[Company Name]**.

Access to reports and related documentation shall be limited to the designated person, who shall prevent unauthorized access, process reports responsibly and impartially, and adhere to a strict duty of confidentiality.

## 3. Key Responsibilities

The designated person is responsible for handling whistleblower reports while ensuring that the whistleblower’s identity remains confidential unless explicit consent is obtained.

Among its duties, the designated person shall provide accurate and regular updates to the whistleblower, as required by applicable law, treat reports fairly and thoroughly, and ask for additional information from the whistleblower when necessary.

Moreover, the designated person shall document all actions taken regarding a report, in strict compliance with applicable law.

## 4. Term

This designation shall be effective from **[Effective Date]** and remain valid until terminated in writing.

## 5. Confidentiality

The designated person undertakes to maintain the whistleblowers’ identity strictly confidential. The designated person understands that the duty of confidentiality covers the identity of whistleblowers, that of any third party mentioned in the report and relevant documentation, as well as any information from which the identity of the whistleblower and that of any other third party may be directly or indirectly deduced.

## 6. Representation

The designated person declares to be informed and aware of the general principles of applicable whistleblowing legislation, the provisions applicable to internal reporting channels, and the obligations that the designated person is subject to, and commits to abide by all such applicable provisions and principles. Acts of retaliation against whistleblowers may result in disciplinary actions and sanctions.

## 7. Training and materials

The designated person has successfully completed the required training and is fully apprised of the contents, responsibilities, and expectations associated with this role. Failure to adhere to the guidelines or responsibilities outlined in the training or materials may lead to a re-evaluation or termination of the Designated person's appointment.

The training materials include, but are not limited to, the documentation and information provided on the use of iubenda’s Whistleblowing Management Tool supplied at **[iubenda help page link]**, as well as materials provided by the **[Company]**.

## Acknowledgment and Acceptance

I, **[Designated person's name]**, acknowledge and accept this designation as a person competent to receive and process whistleblower reports submitted to **[Company Name]**, effective from **[Effective Date]**, and commit to fulfilling my appointment obligations impartially, fairly, and to the best of my abilities.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# DEPARTMENT

## 1. Purpose

Under the European Union directive no. 2019/1937 - the sc. “Whistleblowing” directive - (the “Directive”) and its national implementation acts, entities falling within the scope of applicability must designate one impartial person or department within their organization, competent for following up on any filed whistleblower reports.

This document serves the purpose of formally designating such impartial department of **[Company Name]**. As a member of the department, you are kindly asked to accept this appointment.

## 2. Designation

**[Name and surname]** is hereby designated as member of the impartial department competent to receive and follow up on whistleblower reports submitted to **[Company Name]**.

Access to reports and related documentation shall be limited to the members of the designated deparment, who shall prevent unauthorized access, process reports responsibly and impartially, and adhere to a strict duty of confidentiality.

Such members are:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

## 3. Key Responsibilities

Without prejudice to the division of tasks within the designated department, you are responsible for handling whistleblower reports while ensuring that the whistleblower’s identity remains confidential unless explicit consent is obtained.

Among your duties, you shall provide accurate and regular updates to the whistleblower, as required by applicable law, treat reports fairly and thoroughly, and ask for additional information from the whistleblower when necessary.

Moreover, you shall document all actions taken regarding a report, in strict compliance with applicable law.

## 4. Term

This designation shall be effective from **[Effective Date]** and remain valid until terminated in writing.

## 5. Confidentiality

You undertake to maintain the whistleblowers’ identity strictly confidential. You understand that the duty of confidentiality covers the identity of whistleblowers, that of any third party mentioned in the report and relevant documentation, as well as any information from which the identity of the whistleblower and that of any other third party may be directly or indirectly deduced.

## 6. Representation

You declare to be informed and aware of the general principles of applicable whistleblowing legislation, the provisions applicable to internal reporting channels, and the obligations that you are subject to, and commit to abide by all such applicable provisions and principles. Acts of retaliation against whistleblowers may result in disciplinary actions and sanctions.

## 7. Training and materials

The members of the designated department have successfully completed the required training and are fully apprised of the contents, responsibilities, and expectations associated with this role. Failure to adhere to the guidelines or responsibilities outlined in the training or materials may lead to a re-evaluation or termination of the appointment.  
  
The training materials include, but are not limited to, the documentation and information provided on the use of iubenda’s Whistleblowing Management Tool supplied at **[iubenda help page link]**, as well as any materials provided by the **[Company]**.

## Acknowledgment and Acceptance

I, **[Designated person's name]**, acknowledge and accept this designation as a member of the designated department competent for whistleblower reports submitted to **[Company Name]**, effective from **[Effective Date]**, and commit to fulfilling my appointment obligations impartially, fairly, and to the best of my abilities.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_