

Reporting Channel Policy

September 2022

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1. Introduction to the Reporting Channel

Altadia Group's leadership position and reputation are the result of many years of effort and work, and the inappropriate conduct of a single Employee, supplier, or subcontractor may irreversibly damage Altadia's image and reputation. For this reason, Altadia seeks to actively prevent and avoid this possibility, in line with our strong ethical and compliance culture.

To this end, all Employees, suppliers, and subcontractors are required to carry out their activities in and/or with Altadia in compliance with the applicable legislation and regulations in force in the jurisdiction in which they carry out their activities, as well as the codes of conduct and internal policies. Likewise, it is of utmost importance that all the aforementioned parties cooperate in the detection of irregular or unlawful conduct that may put Altadia at risk.

The 2010 reform of the Spanish Criminal Code introduced, for the first time, the criminal liability of legal entities for the commission of offences by their Employees or by persons under their authority. Subsequently, Organic Law 1/2015, of 30 March, further amended the Criminal Code and introduced new grounds for exemption from the criminal liability of legal entities, provided that a criminal risk prevention programme meeting certain requirements had previously been developed. One of these requirements is precisely the development of an organisational and management model that includes the obligation to report potential risks and non-compliance to the body responsible for monitoring the functioning and observance of the prevention model.

In line with the above, Circular 1/2016 of the State Attorney General's Office reinforced the importance of whistleblowing channels as one of the key elements of organisations' criminal risk prevention models. Subsequently, Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of Union law has established the obligation for "private sector legal entities with 50 or more workers" (Art. 8.3) to establish "*internal reporting channels and procedures and for follow-up*" (Art. 8.1).

Thus, Altadia Group's Reporting Channel aims to constitute an effective mechanism so that, through the cooperation of all, potential irregularities that may put Altadia at risk are detected. With a view to achieving this objective, the Reporting Channel User Manual and the Reporting Channel Use Policy were created and are now consolidated into a single text, this Reporting Channel Policy. Altadia expects this document to be systematic, clear, and intelligible to all Addressees and to constitute a genuine disruptive change in the way Employees communicate with the organisation, helping to improve every day and to achieve corporate objectives.

In the management of the Reporting Channel, Altadia is committed to the strictest compliance with applicable regulations, in particular the current regulations on the protection of personal data (in Spain, Organic Law 3/2018, of 5 December, on the Protection of Personal Data and Guarantee of Digital Rights) and its implementing regulations.

Accordingly, the Reporting Channel has been developed in accordance with the requirements established by: (i) Organic Law 1/2015, of 30 March, amending the Spanish Criminal Code; (ii) Circular 1/2016 of the State Attorney General's Office; (iii) Organic Law 3/2018, of 5 December, on Personal Data Protection and the Guarantee of Digital Rights; (iv) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation); (v) Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of Union law; (vi) ISO Standard 19600:2014 on Compliance Management Systems; and (vii) the Sarbanes-Oxley Act of the United States Congress of 24 July 2002.

2. Subject Scope of the Reporting Channel

The Reporting Channel applies to all companies forming part of the Altadia Group (hereinafter, "Altadia"), as well as to directors, officers, employees, suppliers, subcontractors, agents, representatives, and any other associates who either have a direct employment relationship or act on behalf of Altadia. That is, those who have any type of employment, civil, or commercial relationship. The use of the terms "Altadia Group", "Altadia", or "Company" throughout this document refers jointly to Aquiles Topco, S.L. and its subsidiaries. Likewise, the company responsible for the Reporting Channel is Aquiles Topco, S.L.

2.1. Who is required to report through the Reporting Channel?

Altadia's Reporting Channel is available to Employees¹ and stakeholders to report any potential irregularity of which they become aware. All persons acting on behalf of and under the authority of Altadia in the performance of their activities, whether under an employment and/or commercial relationship, are required to report through the Reporting Channel any allegedly unlawful conduct of which they become aware.

2.2. Who may be reported through the Reporting Channel?

All Employees, suppliers, and subcontractors of Altadia who have allegedly committed any irregularity or conduct covered by the objective scope set out below may be reported.

3. Objective Scope of the Reporting Channel

The objective scope of application of the Reporting Channel covers (i) all conduct classified as offences under the Spanish Criminal Code, or under any other applicable legal system, committed by an Employee, supplier, or subcontractor, and which may give rise to criminal liability for Altadia; as well as (ii) conduct referred to in Article 2.1 of Directive (EU) 2019/1937; and (iii) breaches of the Code of Ethics or other internal regulations committed by an Employee, supplier, or subcontractor of any of the companies forming part of Altadia.

4. Means for Receiving Reports

In order to uphold the principles of anonymity, non-retaliation, and the highest level of diligence and rigor in the handling of reports, Altadia Group has enabled a web portal and a telephone number, provided through an external third party, for the receipt and management of reports submitted by its Employees or stakeholders. This portal also contains Altadia Group's Code of Ethics, as well as the catalogue of currently applicable Compliance policies.

When they observe or become aware of any of the conduct covered by the objective scope of this policy, whistleblowers may access the Reporting Channel via the links provided on the Human Resources management platform (Ethics Helpline section), on Altadia's corporate website (www.altadiagroup.com), or directly through the following link: helpline.altadiagroup.com.

Reports may also be submitted via the telephone number indicated in the Reporting Channel portal.

Although the format and content of reports are free, as a measure to advise and guide employees and to facilitate the management and investigation of reports, a series of steps to be followed by whistleblowers shall be established.

The Board of Directors of Altadia has appointed the Control Body as the "System Manager" of the Reporting Channel, which in turn has delegated the powers of management of the internal information system and the

¹ It is expressly stated that the term "Employees" encompasses all employees and dependents of Altadia, as well as its legal representatives and de facto or de jure directors.

processing of investigation files to the Compliance Officer and, on a subsidiary basis, to Altadia Group's Internal Audit Department.

Reports shall be received centrally by the Compliance Officer. However, if at the time of submitting the report the whistleblower specifies that they may be directly or indirectly involved in the reported facts, the report shall be automatically forwarded to the Director of Internal Audit and Compliance. In this way, independence in the entire reporting management procedure is ensured. In such case, the Internal Audit Department shall carry out the preliminary investigation of the reports, deciding on their admissibility or their rejection due to formal defects or the absence of reportable conduct.

Although it is recommended that whistleblowers identify themselves when submitting a report in order to facilitate the investigation of the facts, anonymous reports shall be accepted and handled with the same diligence, as provided for in Directive (EU) 2019/1937. In any case, Altadia shall guarantee the highest level of confidentiality regarding the identity of the whistleblower, who may choose to remain completely anonymous (both to Altadia and to the company owning the Reporting Channel) or partially anonymous (only to Altadia Group).

If the whistleblower chooses to remain anonymous only vis-à-vis Altadia, they may receive communications from the company owning the Reporting Channel regarding the status of the matter or new requests for information, clarifications, etc. Their personal data shall be transferred to the entity managing the Reporting Channel platform, which shall act as data processor for the purposes of personal data protection legislation. Conversely, if they choose to remain fully anonymous and do not provide an email address, they will not receive any communications regarding the status of the matter (although they may access its status using the code and password generated at the time of submitting the report).

5. Protection of the reporting person

5.1. Prohibition of retaliation

Reporting persons who, in good faith, report the alleged commission of conduct falling within the scope of the Reporting Channel shall be protected against any form of retaliation (including threats and attempted retaliation), discrimination, and penalisation as a result of the reports made.

In this regard, Altadia Group encourages the Addressees of this policy to bring to the organisation's attention any type of retaliation, action, or discrimination that they may have allegedly suffered as a result of having submitted a previous report. In addition, the Control Body or the Compliance Officer, by delegation, shall actively monitor reporting persons in relation to any possible retaliation they may suffer.

5.2. Confidentiality of the Identity of the Reporting Person

Altadia guarantees full confidentiality regarding the identity of the reporting person, in the event that they choose to remain anonymous. As a measure to ensure such confidentiality, it is expressly stated that the exercise of the right of access by the reported person shall not, under any circumstances, entail access to data relating to the identity of the reporting person. All persons who become aware of reports made through the Reporting Channel are obliged to maintain professional secrecy regarding the identity of the reporting person.

The identity of the reporting person shall only be disclosed where there is a necessary and proportionate obligation imposed by any legal system in the context of a judicial investigation or proceeding, in particular in order to safeguard the right of defence of the affected person.

6. Handling Procedure for Reports

6.1. Receipt of reports

Reports submitted through the portal defined in section 4 of this Policy shall generally be received by the Compliance Officer, except in the event of the possible involvement of the Compliance Officer in the reported facts. Once received, an acknowledgement of receipt shall be issued to the reporting person within seven (7) calendar days.

The preliminary investigation of reports shall be carried out by the person who receives them. That is, either the Compliance Officer or the Director of Internal Audit and Compliance (who shall only intervene on a subsidiary basis, in the event of a conflict of interest). In this preliminary assessment, the person appointed to carry out the investigation shall assess the indications of the reported infringement and shall decide accordingly on whether or not to initiate an investigation. Investigation activities shall be completed within a maximum period of three (3) months from receipt of the communication, extendable by up to an additional three (3) months in cases of particular complexity. This initial phase shall conclude with two possible decisions, which shall be recorded in writing in a reasoned report setting out the decision adopted.

Rejection of Admissibility of the Report

The admissibility of the submitted report may be rejected, by means of a reasoned decision issued by the member responsible for the investigation, within a period not exceeding ten (10) working days from the date of entry into the register, when any of the following circumstances apply:

Existence of a serious formal defect

The following reports shall not be admitted for processing:

- Those not submitted through the reporting channels provided by Altadia;
- Those in which all mandatory fields of the reporting form have not been completed.

Absence of reportable conduct

The report shall not be admitted for processing where the reported facts do not constitute any sanctionable infringement within the objective scope of the Reporting Channel², lack any credibility, or where the communication is manifestly unfounded. Likewise, reports that are a mere repetition of others previously dismissed or already duly investigated shall also be rejected for processing.

In the event of rejection of admissibility, if, in light of the circumstances set out in the reasoned report, the Control Body considers that the reported facts may constitute any of the reportable conduct, it may (by majority agreement of its members not involved in the reported facts) reverse the decision not to admit the report and decide to initiate an investigation.

Where, due to the existence of any of the above circumstances, the report is not admitted for processing, the Control Body shall inform the reporting person of the decision not to admit the report. Notification to the reporting person shall be made through the communication channel indicated when submitting the report, within five working days, provided that it has been possible to identify their person.

² For all those communications, requests, complaints, etc. that fall outside the objective scope of this Policy, a communications mailbox shall be made available so that the Addressees may submit their comments to the relevant bodies of Altadia Group.

Admissibility of the Report and Initiation of the Investigation Phase

Where the submitted report complies with the required formal requirements and, in addition, the reported facts fall within the objective scope of the Reporting Channel, the member responsible for the investigation, or the Control Body (if rejection had previously been proposed), shall agree to admit it for processing, provided that it considers that there are sufficient indications to initiate an investigation. In this case, the reporting person shall be informed of the admissibility of their report, provided that it has been possible to identify their person, through the communication channel indicated when submitting the report.³

Whether the first phase ends with the rejection of the admissibility of the report or with its admission, the member responsible for the investigation shall inform the Control Body of the decision adopted, providing the reasoned report supporting such decision.⁴

Any person who has been subject to a report shall be informed without delay of (i) the receipt of the report, (ii) the facts of which they are accused, (iii) the departments and third parties that may be recipients of the report, (iv) information on the data controller, and (v) how to exercise their rights to information, access⁵, rectification, erasure, restriction, and objection, in accordance with data protection regulations.

However, if in the opinion of the Control Body there is a risk that notifying the reported person may compromise the investigation, such communication may be postponed until said risk no longer exists. In any case, the time limit for informing the reported person shall not exceed one (1) month from receipt of the report, with the possibility of extending such period to a maximum of three (3) months if justified reasons exist. All of the above is without prejudice to the fact that, in light of the specific circumstances, the law may establish the obligation to comply with a longer period.

6.2. Investigation of the Reported Facts

Once the report has been admitted for processing, the Compliance Officer or the Director of Internal Audit and Compliance (in the event that the former is involved in the reported facts or has a personal, direct or indirect interest in the reported facts) shall carry out the relevant investigations to verify the accuracy of the reported facts, without prejudice to the possibility of delegating such investigation to an external third party, for reasons of expertise or convenience.

6.3. Draft Decision

Once the investigation has been completed, and based on the results obtained, the person responsible for it shall issue a reasoned draft decision as to whether the report should be dismissed or, alternatively, as to the possible sanction to be imposed. Such draft decision shall be ratified by the Control Body, which may introduce any amendments it deems appropriate.

6.4. Decision on the Measures to be Adopted

In order to ensure objectivity and independence in the decision-making process, the competence and decision-making authority shall rest with the Board of Directors of Aquiles Topco, S.L., as the ultimate responsible entity of Altadia's Reporting Channel.

³ If the reporting person has not indicated a communication channel, changes in the status of the case shall not be notified directly to the reporting person. However, they shall always be reflected on the Reporting Channel platform, and the reporting person may access and check the status at any time.

⁴ In the event that one of the members of the Control Body is the reported person, such member shall not participate in the decision to be adopted.

⁵ The right of access of the reported person shall be limited to their own personal data subject to processing. Due to the confidential nature of reports, the reported person shall not, under any circumstances, have access to the identity or personal data of the reporting person.

In this regard, the Board of Directors shall resolve to close the report and the related proceedings where the reported facts have not been sufficiently substantiated, or where they do not constitute an infringement falling within the objective scope of the Reporting Channel.

Conversely, if the reported facts have been sufficiently substantiated and, furthermore, constitute an infringement included within the objective scope of the Reporting Channel, the Board of Directors shall adopt a duly reasoned decision on the disciplinary measures to be applied, including the referral of the investigated facts to the judicial authorities.

6.5. Enforcement of the Sanction

The application of the sanction agreed in each case shall be the responsibility of Altadia's Human Resources Department or, in the case of suppliers and subcontractors, of the department with which the reported person maintains the contractual relationship.

7. Personal Data Protection

7.1. Information clause on the protection of personal data

Data Controller of the "Reporting Channel" file

Any data collected in the context of a report which gives rise to the opening of the corresponding investigation shall be included in a file called the "Reporting Channel". The data controller of such file shall be Altadia Group Corporate, S.A.U., with Tax ID (C.I.F.) A05348669 and registered office at Ctra. CV-20 km. 2.3 - P.O. Box 194. 12540 Vila-real (Castellón), Spain.

The data collected in the context of the investigation of a report may be disclosed to the Control Body (as the body responsible for managing the Reporting Channel, including persons collaborating with the Control Body), to the Board of Directors of Aquiles Topco, S.L., as well as to the department responsible for executing the relevant sanction. Both the reporting person and the reported person shall be duly informed, in each case, of the specific persons and bodies to which their data will be disclosed.

The Data Protection Officer is the person responsible for protecting the fundamental right to the protection of personal data within Altadia and is responsible for ensuring compliance with data protection regulations. Data subjects may contact Altadia's Data Protection Officer at the following address:

- E-mail: dpo@altadiagroup.com

What is the purpose of processing personal data?

The purpose of the processing of personal data is to handle the reports submitted, indicating any improper conduct or any irregularity, whether internal or external, and, where appropriate, to investigate the accuracy of the reported facts and prevent inappropriate conduct by Employees, suppliers, or subcontractors that could potentially harm Altadia.

The handling, investigation, and clarification of reports may entail the determination of liabilities, the implementation of corrective actions, and, where appropriate, the initiation of legal and disciplinary actions before the competent bodies.

Personal data collected in error or that is not relevant to the processing of the report shall be deleted immediately.

Are there automated decision-making processes or profiling?

No automated decisions will be made based on the data obtained.

What is the legal basis for the processing of data?

Compliance with a task carried out in the public interest and compliance with legal obligations, based on the following regulations:

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR).
- Organic Law 3/2018, of 5 December, on Personal Data Protection and the Guarantee of Digital Rights.
- Organic Law 10/1995, of 23 November, of the Criminal Code.
- Organic Law 3/2007, of 22 March, for the effective equality of women and men.

To which recipients will the data be disclosed?

Disclosures:

- Courts, tribunals, and supervisory authorities (Disclosure shall be made when the verified and substantiated facts reveal indications of an infringement by the reported person).
- Audit, legal representation, and consultancy services (service providers engaged by Altadia).
- Hosting services (service providers engaged by Altadia).
- Backup services (service providers engaged by Altadia).
- IT consulting services (service providers engaged by Altadia).
- Other companies of the Altadia Group (Altadia has a legitimate interest in transferring personal data within its corporate group for internal administrative purposes and for the optimisation of organisational resources).

Transfers:

- International data transfers may take place exclusively under the terms set out in Altadia's Data Protection Policy.

What rights do you have in relation to your personal data?

- Any person has the right to obtain confirmation as to whether or not personal data concerning them is being processed.
- As a data subject, you have the right to access your personal data, as well as to request the rectification of inaccurate data or, where appropriate, to request its erasure when, among other reasons, the data is no longer necessary for the purposes for which it was collected. However, the data subject's right of access shall be limited to their own personal data and shall, under no circumstances – due to the confidential nature of the Reporting Channel – include access to data relating to the identity of the reporting person.
- In certain circumstances, as a data subject, you may request the restriction of the processing of your data, in which case we will only retain it for the exercise or defence of claims.
- In certain circumstances, and for reasons related to your particular situation as a data subject, you may object to the processing of your data, in which case the data will no longer be processed, except for compelling legitimate grounds or for the exercise or defence of possible claims.
- Where consent has been given for any of the purposes informed in relation to the processing activities referred to herein, the data subject has the right to withdraw such consent at any time, without affecting the lawfulness of processing based on consent prior to its withdrawal.
- Likewise, the data subject has the right to data portability, i.e. to receive the personal data concerning them that they have provided to us in a structured, commonly used and machine-readable format, in order to transmit it to another data controller.

- It is also hereby informed that, where the exercise of rights has not been satisfactorily addressed or where there are concerns regarding how such rights are exercised, a complaint may be lodged with the Supervisory Authority.⁶

How can you exercise your data protection rights?

To exercise your rights, a written request must be sent to the following email address:

dpo@altadiagroup.com. You must specify which of these rights you request to be exercised, and you must also attach a copy of your national identity document (DNI) or equivalent identification document. If you act through a legal or voluntary representative, you must also provide a document proving such representation, as well as the representative's identification document. If you wish to obtain a form for this purpose, you may:

Either use an official template provided by the Spanish Data Protection Agency:

- <https://www.aepd.es/es/derechos-y-deberes/conoce-tus-derechos/derecho-de-acceso>

Or request a template at:

- dpo@altadiagroup.com

7.2. Principle of proportionality

The personal data collected within the Reporting Channel:

- shall be limited to those strictly and objectively necessary to process the reports and, where appropriate, to verify the accuracy of the reported facts;
- shall at all times be processed in accordance with applicable data protection regulations, for legitimate and specific purposes in relation to the investigation that may arise as a result of the report;
- shall not be used for incompatible purposes;
- shall be adequate and not excessive in relation to the aforementioned purposes.

7.3. Security and confidentiality measures

Altadia shall ensure that all necessary technical and organisational measures are adopted to preserve the security of the data collected in order to protect it against unauthorised disclosure or access.

For these purposes, Altadia has implemented appropriate measures to ensure the confidentiality of all data and shall ensure that data relating to the identity of the reporting person is not disclosed to the reported person during the investigation, in all cases respecting fundamental rights, without prejudice to any actions that may, where appropriate, be taken by the competent judicial authorities.

⁶ If you would like further information about this right and how to exercise it, please contact the AEPD: <https://www.aepd.es/> Tel. 901 100 099 and 912 663 517. C/Jorge Juan, 6 28001 Madrid.

7.4. Deletion and retention periods

Unless Altadia considers that it is under a legal obligation to retain them, personal data relating to reports that are not admitted for processing and, therefore, will not be subject to investigation shall be **immediately deleted**.⁷

Where the investigation of an admitted report is closed without the reported facts being substantiated and is therefore archived, the personal data obtained in the course of the investigation shall be erased ⁸when they are no longer necessary and relevant and, in any case, within a maximum period of **three (3) months** from the closure of the file.

Conversely, personal data collected during investigations of reports that result in the imposition of sanctions and/or disciplinary actions shall be retained, duly blocked, for the limitation period applicable to the unlawful acts, from the closure of the file.

8. Principles of Action and Security Measures

The Reporting Channel shall be confidential. Altadia guarantees the highest level of confidentiality regarding the data and information collected in the context of the report (including those obtained during the investigation phase) and, in particular, regarding the identity of the reporting person.

It is strictly prohibited to take any measure against an Employee that constitutes retaliation or any type of negative consequence for having submitted a report in good faith. Reports must be based on criteria of truthfulness and proportionality.

However, the prohibition of retaliation shall not prevent the adoption of appropriate measures where an internal investigation determines that a false report has been made and that the person who submitted it was aware of such falsity.

All bodies involved in the handling of the report shall ensure maximum confidentiality, without prejudice to legal obligations and the protection of persons who are unjustly or maliciously accused.

The validity of the evidence obtained and the actions of the Control Body and other Departments and persons involved in the investigation shall comply with the following constitutional principles and rights:

- Right to Effective Judicial Protection.
- Principle of Presumption of Innocence.
- Right to a fair trial with full guarantees.

The custody and filing of received reports shall be the responsibility of the Control Body. Altadia maintains a register of received reports and internal investigations carried out, ensuring at all times the highest confidentiality standards.

The Control Body shall ensure that all necessary technical and organisational measures are adopted to preserve the confidentiality and security of the collected data and to protect them against unauthorised disclosure or access, in accordance with applicable data protection regulations in force at any time. In this regard, **high-level** security measures shall be applied.

⁷ In this case, they shall be immediately erased, without giving rise to their blocking or retention.

⁸ In accordance with the Organic Law on the Protection of Personal Data, erasure shall give rise to the blocking of the data, which shall be retained solely at the disposal of Public Administrations, courts, and tribunals, for the purpose of addressing any potential liabilities arising from the processing, during the limitation period applicable to such liabilities. Once this period has elapsed, the data shall be deleted.

9. Approval and Entry into Force

The Manual and the Reporting Channel Policy were approved at Group level by Altadia Group, in their latest version, at the meeting of the Board of Directors held on 7 February 2019.

Subsequently, Aquiles Topco, S.L. approved this consolidated text of the Reporting Channel Policy, which entered into force, in general terms, from that moment onwards.

The Control Body, as the supervisory and control body, may propose to the Board of Directors any amendments to this Policy it deems appropriate, with the purpose of ensuring at all times proper control of Altadia's activities. In this way, criminal risks and risks of breach of the provisions set out in this Policy, in the Code of Ethics, and in the Criminal Compliance Code shall be minimised.

Any full or partial amendment of this Reporting Channel Policy shall require approval by the Board of Directors. However, the Control Body is authorised to clarify, regularise, harmonise, and adapt this Policy to the applicable legislation at any time, provided that such changes do not constitute a substantial or material modification thereof.

Annexes

Annex I. Notification to the Reported Person of Receipt of the Report and Its Non-Admissibility

Dear [name of the reported person]:

We are contacting you to inform you that, on [], a report was submitted through Altadia's Reporting Channel in which your personal data appear. The reference number of the report is [insert report number] (hereinafter, the "**Report**").

As you are aware, the Reporting Channel is intended to bring to Altadia's attention the commission, by its Employees, suppliers, and subcontractors, of the breaches and conduct set out in the "**Reporting Channel Policy**".

The Report contains the following information about you:

[Include description of (i) the reported person's personal data, (ii) the facts reported through the Reporting Channel, and (iii) the results of the preliminary investigations, if any have been carried out].

Decision on the admissibility or non-admissibility of the Report:

We hereby inform you that Altadia Group has decided **not to admit** the Report for processing for the following reason: [the reported conduct does not constitute any breach of the conduct included within the scope of the Reporting Channel] // [the report does not meet the required formal requirements] // [the report lacks credibility].

Consequently, all personal data included in the Report shall be immediately deleted.

Annex II. Notification to the Reported Person of Receipt of the Report and Opening of the Investigation Phase

Dear [name of the reported person]:

We are contacting you to inform you that, on [], a report was submitted through Altadia's Reporting Channel in which your personal data appear. The reference number of the report is [insert report number] (hereinafter, the "**Report**").

As you are already aware, the Reporting Channel is intended to bring to Altadia's attention the commission, by its Employees, suppliers, and subcontractors, of the breaches and conduct set out in the "**Reporting Channel Policy**".

The Report contains the following information about you: [Include description of (i) the reported person's personal data, (ii) the facts reported through the Reporting Channel].

In light of the above, Altadia has decided to open an investigation to verify the accuracy of the reported facts. [If investigations have already been initiated, include a description of the results obtained].

You are hereby informed that the data collected in the context of the Report will be incorporated into a file called "Reporting Channel". The data controller of such file is Altadia Group Corporate, S.A.U.

The Report has been distributed / will be distributed to the following persons: [Include all departments or individuals to whom the report will be forwarded].

You are informed that you may exercise your rights of access, information, rectification, erasure, restriction, and objection to the processing of your personal data, subject to the limitations established by applicable law.

To exercise your rights, you must submit a written request to Ctra. CV-20 km 2.3 - P.O. Box 194. 12540 Vila-real (Castellón) or send an email to: dpo@esmalglass-itaca.com / dpo@fritta.com / dpo@younexa.com. You must specify which of these rights you wish to exercise and attach a copy of your national identity document (DNI) or equivalent identification document. If you act through a legal or voluntary representative, you must also provide documentation proving such representation and identification of the representative. If you wish to obtain a template for this purpose, you may:

*Either use an official template from the Spanish Data Protection Agency:
<https://www.aepd.es/es/derechos-y-deberes/conoce-tus-derechos/derecho-de-acceso>

*Or request a template at: dpo@esmalglass-itaca.com / dpo@fritta.com / dpo@younexa.com

However, please note that Altadia is not authorised to disclose any personal data regarding the reporting person, including their identity.



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Transforming surfaces
to create spaces that
enrich people's lives