

RECEPTION AND ALERT PROCESSING FLOW CHART

5 DAYS
MAXIMUM
3 MONTHS
MAXIMUM

N°	ALERT PROCESS STEPS	WHISTLE BLOWER	WORKER	ETHICS COMMITTEE	FURTHER INFORMATION
	Whistle blower reporting on an issue	X	X		Member
1.	Alert reception and liaising with the point of contact			X	Guarantee protection of the whistleblower; secure communication channels, ensure confidentiality of information provided
2.	Acknowledge receipt of the report to the whistleblower			X	Record information in the monitoring sheet
3.	Preliminary report analysis			X	Record information in the monitoring sheet
4.	Is the report admissible ? NO YES			X	
5.	Close the file			X	Inform the whistleblower of inadmissibility of the report. In event of closing, securely archive the file
6.	Open an investigation file			X	Report file
7.	Compile an investigation file based on the facts, information, reports, interviews, investigations, and testimonies obtained			X	Alert file and confidential report following investigation. Request internal audit if necessary
8.	Interview the person targeted by the alert			X	Record information in the monitoring sheet
9.	Are the reported facts true? NO YES			X	Alert file
10.	Close the case			X	Inform the whistleblower of the alert findings. In the event of close, securely archive the file
11.	Define sanctions and a corrective action plan			X	Inform the whistleblower of the alert findings. In the event of close, securely archive the file
12.	Carry out sanctions and implement the corrective action plan			X	Monitor the implementation of corrective actions
13.	Close the gate			X	Archiver de façon sécurisée le dossier

Bertrand VIGNES,
Chief Executive Officer

