



Use of the internal whistleblower channel



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“TARGATIS is CERTEST BIOTEC only internal channel, which means it is the preferred option for reporting any actions or omissions that are provided for in this Policy and in the Whistleblower Protection Act”

1. How do I report something that I have knowledge of?

a. By **filling out the online form** at <https://certest.targatis.com/es>.

This form can be accessed via:

- Website

b. By sending an email to certest@targatis.com

c. By sending the information **via post** to:

Waterwhale Europe, S.L.P.
A/A Canal CERTEST
C/ María Zambrano, 31, Torre Oeste, P13, 50.018
Zaragoza (España)

d. By **telephoning** (+34) 976 32 23 61. This number is available from 8:00 am to 5:00 pm Monday to Thursday, and from 8:00 am to 2:00 pm on Friday.

e. By requesting **to meet in person**. The meeting shall take place within a maximum of seven days following receipt of the request to meet.

2. How can I communicate information via the TARGATIS form?

You can access the online TARGATIS form by clicking on the following link: <https://certest.targatis.com/es>

This form can be used to communicate information both confidentially and anonymously.

2.1. Confidentially

Fill out sufficient fields to identify the whistleblower and enable communication with them.

Informer information

Name (optional)	Surname (optional)
Mobile phone (optional)	Email (optional)
Company (optional)	

These details shall be kept confidential by the law firm Waterwhale and shall under no circumstances be disclosed to the company.

2.2. Anonymously

To guarantee anonymity, the whistleblower must not fill out any of the fields in the section above.

Subsequently, they will need to fill out the fields corresponding to the parties implicated in the information being reported, specify the company/ shop/branch involved, and provide a description of the acts in question.

Communication information

Name of the person involved (opti	Surname of the person involved (o
Other persons involved (optional)	
Department involved (required)	
Description of facts (required)	



2.3. Evidence

The whistleblower must then specify any evidence they may have with regard to the information being reported. If the evidence is in document format, they may upload the corresponding documents.

Lastly, the whistleblower must select the option for data processing (information on which is provided below), and then click on “**Send**”.



Facts information

Have the reported facts already occurred?

Choose an option (required)

How do you become aware of them? (required)

Is anyone else aware of the facts? (required)

Are there evidences to prove the facts? If so, provide them

Choose an option (required)

Evidences provided

Ninguno archivo selec.

I recognize that I have been informed of the processing of my data for the purposes indicated.

SEND

2.4. Obtaining the reference number

Once the communication has been sent, the whistleblower shall be given:

- **A unique reference number**, consisting of a randomly generated alphanumeric code. Example: GEN-1683789782.
- **A unique password**, also consisting of a randomly generated alphanumeric code. Example: UQPNAEog.

Anonymous whistleblowers **must make a note of both the reference number and the password**, as they will be the only person who has them. Both the reference number and the password are unique and exclusive to the user, so a note must be kept of them in order to be able to check the status of the communication and make contact with the team of lawyers at Waterwhale Europe, S.L.P.

For confidential communications, Waterwhale may communicate via the platform using the reference number and also via the channels indicated by the whistleblower, i.e. telephone or email.

2.5. Managing the incident and communicating with Waterwhale's lawyers

In order to manage the incident, provide new information, communicate with Waterwhale's team of lawyers or **anonymously** check the communications sent by Waterwhale in relation to the incident, the whistleblower must enter the reference number and password they were given in the registration form, which can be accessed at <https://certest.targatis.com/en/follow-up>

If you have any queries regarding the use of this channel, please write to info@targatis.com.





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