

WHISTLEBLOWING POLICY

Application procedure of Model 231

of the provisions contained in Chapter 'VII. The information flows" of the General Part of the Organization, management and control model adopted by Gelesis Srl on 29 of September 2020 as well as the provisions of art. 6 paragraph 2 bis of Legislative Decree no. 231/2001



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I. Introduction: the institution of reports (cd. Whistleblowing)

Law no. 179 of 30 November 2017 on "Provisions for the protection of perpetrators of reports of crimes or irregularities of which they have become aware in the context of a public or private employment relationship" introduced a system of protection for workers and third parties who report illegal conduct of which they have become aware by reason of their office.

The aforementioned rule has also updated Legislative Decree no. 231/2001 introducing art. 6 paragraphs 2 bis, 2 ter and 2c according to which the provision of an alternative communication channel dedicated to reports becomes an essential requirement, among others, for an assessment of the adequacy of the organization, management and control model and places confidentiality and protection obligations for the authors of the reports by introducing, in addition, the prohibition of retaliatory or discriminatory acts against them for reasons related, directly or indirectly, to the report, as well as the sanctionability of reports made in bad faith or with intent or gross negligence.

The transposition of the European Directive (EU) 2019/1937 has extended the application of Law no. 179/2017 making it mandatory to activate a reporting system – regardless of the prior adoption of an organization, management and control model – for all economic realities with more than 50 employees. The same Directive, however, extends the scope of application beyond the crimes provided for by Legislative Decree no. 231/2001, including several other types of offenses and leaving to the discretion of the Member States a possible further expansion.

The aforementioned regulations focus on the protection of the author of the report, against whom no discriminatory or vexatious behavior, nor acts of retaliation or disciplinary measures for facts related – directly or indirectly – to the content of the report can be adopted. The subjects identified by this document as managers of the report, take all the necessary precautions to ensure the confidentiality and protection of the whistleblower.

2. Normative references

This policy is issued in implementation of the provisions contained in the rules and guidelines summarized below:

- 1. Law 30 November 2017, n. 179 "Provisions for the protection of authors of reports of crimes or irregularities of which they have become aware in the context of a public or private employment relationship";
- Legislative Decree no. 231 of 8 June 2001 "Discipline of the administrative liability of legal persons, companies and associations also without legal personality, pursuant to art. 11 of Law no. 300 of 29 September 2000";
- 3. European Directive EU / 2016 / 1937 concerning the protection of persons reporting on breaches of Union law;
- 4. 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;



- 1. Confindustria guidelines for the construction of organization, management and control models pursuant to Legislative Decree 8 June 2001, n. 231 ed. g June 2021;
- 2. Code of Ethics adopted by the Company;
- 3. Organization, management and control model adopted by the Company pursuant to art. 6 Legislative Decree no. 231/2001.

3. Purpose of this document

The General Part of the organization, management and control model adopted by the Company contains the general criteria for the operation of the reporting system for which this document, which is an integral part of it, appears to have an applicative nature.

The purposes of this document, therefore, can be identified in:

- dissemination and promotion of communication channels, activated by the Company, for the transmission of reports of irregular and/or illegal conduct carried out to the detriment of the Company, its personnel and/or any of its counterparties;
- identification and definition of the roles and responsibilities of the subjects called to manage the reports;
- an indication of the modalities of communication and interaction between the reporting body and the body managing the same;
- definition of the methods of overall management of reports, from the moment of their receipt until the closure of the same.

4. Scope of application

This policy applies to all subjects who belong – for any reason – to the organization of Gelesis Srl.

It also applies to all those subjects who, although external to the organization of Gelesis Srl, find themselves operating in the name, on behalf and / or in the interest of the Company, even free of charge, as a result of written or verbal agreements of industrial, commercial and / or professional collaboration as well as to the employees of the same.

5. General principles of reference

The performance of the activities governed by this policy is based on the values and rules of conduct provided for in the Company's Code of Ethics and, in particular, on the principles of good faith.

The reporting management system is aimed at combating conduct, carried out by anyone, in violation of laws and regulations as well as the Code of Ethics and the provisions of the organization, management and control model adopted by the Company and, therefore, to allow it to pursue the interest in the integrity of its administration as well as the protection of interests, the fundamental rights and freedoms of all those who, for various reasons, operate in the name and on behalf of Gelesis Srl or establish professional and working relationships with it.



In order to ensure the highest standards of protection and maximum confidentiality of personal data contained in the reports, the Company – as data controller – issues specific information pursuant to art. 13 GDPR and the management of reports is entrusted exclusively to persons of proven independence, specifically authorized.

5.1. Subjective elements of the report

This policy provides, preferably, the declaration of one's personal details by the person making the report.

However, the Company also allows the transmission of anonymous reports, in the belief that this can facilitate the reporting of irregularities by workers and third parties, trusting on the assumption of greater security for its protection and confidentiality.

It should be noted, however, that only some of the communication channels made available for sending reports, referred to in paragraph 7 below, allow you to activate an effective interaction with subjects who maintain anonymity, an interaction that, otherwise, could be more easily favoured if you prefer to indicate your personal details, given the commitment made by the Company to guarantee confidentiality and the protection required by law.

Given the above, it is – therefore – considered preferential the identification of the author of the same for the following main reasons:

- transparency, vis-à-vis the body responsible for managing the report, and
- of disclosure of the identity of the whistleblower, if the ascertainment of the facts may lead to the initiation of disciplinary or judicial proceedings against other persons (socalled "reported subjects"). In this case, in fact, in order to allow the right to defence by the reported subjects, the identification of the author of the report is normally required.

An exception to this principle is the hypothesis in which the investigative activities autonomously conducted by the body in charge – although started on initial input from the whistleblower – allow the emergence of additional and autonomous facts and evidence such as to constitute sufficient proof of the irregular conduct reported.

In cases where, on the other hand, the preliminary activity does not emerge further and autonomous elements useful to start the procedures in question, and remaining this possibility based in an essential manner to the report received, the identity of the whistleblower may be revealed only with the prior consent of the whistleblower himself and in compliance with and within the limits of art. 2 undecies, co. 1, lett. f and co. 3 of Legislative Decree no. 196/2003 (Privacy Code). It goes without saying that – where it is necessary to disclose the identity of the whistleblower in order to allow the right to defence of the reported person – the lack of consent makes any disciplinary or judicial proceedings impracticable. The major orders of Authorities are made saved.

5.2. Objective elements of the report

In order to be taken into consideration, reports must have some objective characteristics:



- i. <u>identification of the reference business context</u>: the report must clearly indicate in which area of operation of the Company and to which time period the facts and/or conduct subject to reporting referable;
- ii. <u>the type of irregularity found</u>: the author of the report is required to "classify" the report according to some categories identified and according to his understanding of the potential impacts deriving from the irregular or illegal conduct that he intends to report. Table I shows the categories provided for by the Gelesis Srl reporting system.

It is considered appropriate, in fact, to specify that the reporting system is not the place to report or establish interpersonal conflicts unrelated to the classifications proposed or aimed at achieving individual personal interests, for which it is invited as of now to evaluate different and more appropriate ways of resolution.

Inclusion within a specific category allows the reporting person to verify the relevance of the report.

The classification is not, however, a mandatory element to be able to proceed with the report; However, where used, it enables the management body to assess its admissibility and to obtain initial guidance on the nature of the irregularity complained of. The managing body, however, may confirm or classify differently the category indicated by the whistleblower on the basis of the information acquired during its analysis.

- iii. <u>concrete and detailed</u>: the facts reported must refer to clearly identified or identifiable subjects, conducts or events, possibly bearing evidence of objective elements (also documented or documentable) and concrete, which allow their verifiability. The reports must also be detailed based on places or time of occurrence and / or any other useful element to specify the reference context.
 - Reports of generic facts, which do not allow their verifiability, cannot be taken into consideration and will be archived net of the provisions referred to in the following point;
- iv. <u>good faith</u>: reports may concern real or alleged facts. "Presumed" means the hypothesis in which the author of the report may be in a condition of partial knowledge of the context in which the conduct being reported is carried out and, therefore, can only presume its apparent irregularity. It is not, in fact, the task of the reporting subject to carry out checks and investigations on the matter: this task is exclusively entrusted to the body called to manage the report.

However, it is essential that the reports are made in good faith, as the reasonableness of the report will also be assessed in the overall framework of the information available or known to the author of the report that led him to make the communication. The report made in good faith that should prove to be unfounded, will be archived without reservations.

On the other hand, reports made with gross negligence or wilful misconduct are not allowed, for the sole purpose of causing damage or prejudice to third parties. In such cases, the report will be archived and the person making the report – where known – may incur disciplinary measures in accordance with the provisions of the law;



v. <u>disclosure of official secrets</u>: the interest in the integrity of its administration, which the Company intends to pursue through the reporting system, constitutes pursuant to art. 3 of Law 179/2017 just cause for disclosure of information covered by the obligation of secrecy, with reference to the types of crime referred to in Articles. 326 c.p. (disclosure and use of official secrets), 622 c.p. (disclosure of professional secrets) and 623 c.p. (disclosure of secrets scientific or industrial), as well as in relation to the obligation of employee loyalty pursuant to art. 2105 c.c.

This clause saving the conduct of disclosure does not apply, however, if the obligation of professional secrecy relates to a relationship of professional advice or assistance or if the disclosure was made in a manner that goes beyond the purpose of eliminating the offence, with reference to compliance with the communication channel specifically set up for that purpose.

6. The figures involved: roles and responsibilities

The figures involved in the reporting process are typically:

- a) <u>the author of the report</u>: any person falling within the scope (par. 4) can make a report in compliance with the provisions of the general principles of reference (par. 5);
- b) the reporting management body: the Company has entrusted this task to the Supervisory Body (SB) which possesses the necessary requirements of professionalism, autonomy and independence. The SB will also guarantee the confidentiality of the author of the report and the effective protection for the same provided for by the rules;
- c) <u>other corporate function</u> (identified from time to time): if the report refers to matters excluded from the scope of competence of the SB, the latter will identify – with the support of top management and ascertained the absence of conflicts of interest – another company body for carrying out the appropriate preliminary and verification activities. The obligations of confidentiality and protection for the author of the report remain valid;
- d) <u>Top Management</u>: in cases where the validity of the report is ascertained and irregular or illegal conduct has been ascertained, the Top Management will evaluate such conduct from a disciplinary point of view for appropriate measures or from a contractual point of view in the case of involvement of subjects external to the company organization.

In cases of greater seriousness or involvement of top resources, the matter may be referred directly to the BoD.



7. Communication channels for the transmission of reports

It is possible to send reports to the Supervisory Body through the channels indicated below:

(a) by regular mail, to the following address:

to the attention of the Supervisory Body of Gelesis Srl at Gelesis Srl via Europa n. 187 ZI – SP26 73021 Calimera (LE) Italy

The Company's staff responsible for receiving ordinary mail, finding the recipient of the letter in the Supervisory Body, is required to promptly inform the SB – also by e-mail – for subsequent delivery and to guarantee the integrity and inviolability of the communication as received.

(b) by e-mail to the following address:

whistleblowing.gelesis@pec.it

8. The reporting lifecycle

8.1. Transmission of the report

The person who intends to make a report may make it through one of the communication channels made available by the Company and indicated in paragraph 7 above.

The alert can be transmitted without special formalities, including by free text. In Annex A to this policy, a form is provided – by way of example – of the main information deemed useful for carrying out the related investigations.

8.2. Receiving the report

The report, as transmitted above, is received by the body responsible for managing the reports that proceeds:

- a) to perform an initial verification of "admissibility". This verification consists in ascertaining the possibility of proceeding with the management of the report. Specifically, the verification can determine the presence of:
 - i. Inadmissible reports: reports that do not refer or refer to any business area or formulated in an incomprehensible or scurrilous way, or clearly illogical or instrumental, are considered inadmissible. In this case, the report is immediately archived and the reporting management process is interrupted;
 - ii. in cases other than those exemplified above, the reports are considered admissible and allow the continuation of the subsequent procedural steps;



b) in the case referred to in point a) ii above, to give feedback – within 7 days of receipt – to the author of the report, where known and the communication channel used by the author of the report allows it, regarding the taking charge of the communication. In this circumstance, a copy of the information on the processing of personal data for the purpose of managing reports is also provided to the author of the report;

8.3. Competency analysis and reporting assignment

Once the assessment of admissibility has been passed, the Supervisory Body continues with an initial assessment of merit, qualifying each individual report as follows:

a) non-inherent reports: reports concerning matters other than the [alleged] violation of the principles of the Code of Ethics and / or commission of crimes are considered not inherent (for example: complaints of a commercial nature, complaints of an employee regarding management aspects related to their work situation, as well as news of possible violations of the obligations of the employment relationship by an employee – unjustified absences or other – etc.).

In such cases, the reports are classified as "non-inherent reports" and simultaneously closed. The Supervisory Body, having assessed the absence of prejudicial elements for the whistleblower, may transmit the communication received to the competent company function (for example: Sales, Human Resources; etc.).

b) reports concerning: reports referring to actual or presumed violations of the Code of Ethics or of the Organization, Management and Control Model adopted by the Company as well as to any conduct contrary to laws and regulations are considered "inherent". Such reports are classified as "related reports".

The Supervisory Body, therefore, is called upon to ascertain the nature of the [alleged] violations reported and to decide on the assignment on a per-competence basis.

This policy assigns to the Supervisory Body the direct management of reports that have "relevance 231" or concern conduct carried out in violation of the articles of Legislative Decree. n. 231/2001 and/or the provisions contained in the organization, management and control model of the Company. The direct competence of the SB also includes the ascertainment of conduct that violates the provisions of the Code of Ethics in any case related to the possible commission of crimes referred to in Legislative Decree no. 231/2001.

Including the Code of Ethics the expression of values and principles of conduct on wide-ranging issues, some of which, currently, exempted from punishability within the terms provided for by administrative liability, the Supervisory Body may evaluate the assignment of the preliminary phase – and, where appropriate, investigative – to another company subject functionally or hierarchically competent, subject to ascertainment of the absence of conflicts of interest.

In this case, the transfer of competence takes place in a formal manner with a simultaneous recommendation on the obligations to respect the principles of confidentiality and protection of the reporting entity.



The corporate functions involved are required to provide the SB with feedback on the actions carried out in relation to the reports transferred by the SB and support the Supervisory Body in the timely reporting of the report until the closure of the same.

8.4. Internal investigation

The Assignee of the report (SB or other company function as identified above) starts the verification phase of the validity through an investigative activity whose purpose is to identify, analyse and evaluate the elements useful to ascertain, objectively, the veracity or otherwise of the reported facts.

Even if for content considered "inherent", the report may not contain sufficient information elements that allow its ascertainability (for example due to its generic nature, resulting in absent or insufficient references to facts, circumstances, people, etc.) or the initiation of verifications. In this case, the Assignee attempts to contact the Reporter in order to acquire more detailed information, in the absence of which he will be required to close the report as "unfounded".

To ascertain the merits, the Assignee may:

- i. directly carry out verification activities (audit) at the Company's corporate functions concerned by the report;
- ii. summon company personnel for hearings from whom it is deemed to be able to acquire useful information on the facts reported;
- iii. make use of the support of the competent company departments to be identified from time to time ensuring the maintenance of confidentiality on the whistleblower;
- iv. appoint external professionals for the assessment of issues of particular complexity or specialization or for the assignment of forensic investigations;
- v. interact with the reporter in order to obtain more or further details on the reported facts.

In the experiment of any initiative aimed at ascertaining the validity and impact of the contents reported, the Assignee generally refrains from processing reports relating to facts on which the existence of ongoing investigations (or above) by the Authorities is known and to facts already known and subject to pending litigation between the Company and Third Parties or Employees.

All the preliminary activities conducted by the Assignee are traced in minutes specifically dedicated to the reporting of the investigation, together with any documentary evidence detected during the activities or produced in relation to them.

Within 90 days of receipt of the report, the Assignee is required to provide feedback to the author of the report regarding the management status of the report or its closure.

8.5. Conclusion

The Assignee suspends or interrupts the investigation at any time if the complaint is found to be unfounded. Since there are elements of good faith in the conduct of the whistleblower, the



"unfounded" report is in any case archived: the Assignee, therefore, proceeds with the closure by noting the conclusions in its report.

In the event that, following the assessment of unfoundedness, the bad faith of the whistleblower is ascertained, the Assignee assesses the extremes to propose to the competent company structures the initiation of disciplinary or contractual proceedings against him, where he knows the identity of the whistleblower.

If, as a result of the preliminary investigation, the violation of company rules or the commission of a crime is confirmed or detected, the Assignee prepares a report on the activity conducted and promptly informs the General Management and – where appropriate – the Administrative Body for the assessments of competence and – if appointed – the Supervisory and Control Bodies of the Company.

The Assignee also ascertains that – outside the hypothesis of committing any crime – communication is given, in compliance with the necessary confidentiality criteria, for each specific report received, of the results of the checks and any recommendations proposed to remedy the irregularities found to the Head of the Function concerned, to the Human Resources Office and to the Administrative Body for the adoption of remedial measures falling within the remedial sphere of competence.

The conclusions and any documentary element produced in relation to the conclusions reached are archived to the acts of the Supervisory Body and / or the different assigned body.

9. Protection of the Whistleblower

The rules governing the institution of reports place the author of the reports at the center of maximum protection in the manner described below.

9.1. Obligation of confidentiality

Except in cases where, once the investigation has been carried out, a liability is configurable by way of slander or defamation pursuant to the criminal code or art. 2043 of the Italian Civil Code and of the cases in which the confidentiality of personal details cannot be enforced by law (e.g. criminal, tax or administrative investigations, inspections by control bodies), the identity of the Whistleblower is protected at every stage of the processing of the Report as already referred to in paragraph 5.1.

Violation of confidentiality obligations by anyone who becomes aware of the report will result in disciplinary action.

9.2. Prohibition of discrimination

Subjects who report, in accordance with this policy, illegal conduct or violations of Model 231/01 of which they have become aware by reason of their office, may not be sanctioned, dismissed, revoked, replaced, transferred or subjected to any discriminatory measure for reasons related, directly or indirectly, to the report. Discriminatory measures are unjustified disciplinary actions, harassment in the workplace and any other form of retaliation and/or adverse reaction to the reporter.



If the whistleblower believes that he has suffered or is undergoing a discriminatory measure, he shall provide – also through the reference trade union organization – detailed information on the Supervisory Body so that it can assess its validity. The possibility of the worker to contact the National Labour Inspectorate for assessments of relative competence remains unchanged.

In the event that the discriminatory measure is established, the Company is required to restore the situation of regularity and/or to remedy the negative effects of discrimination. In this circumstance, it is also required to prosecute the perpetrator of the discrimination in a disciplinary and/or criminal manner.

The retaliatory or discriminatory dismissal of the author of a report is in any case null and void, as well as the change of duties pursuant to art. 2103 of the Italian Civil Code, as well as any other retaliatory or discriminatory measure adopted against him following the transmission of the report. And it is the employer's responsibility, in the event of disputes related to the imposition of disciplinary sanctions, or to demotions, dismissals, transfers, or subjection of the whistleblower to other organizational measures having negative effects, direct or indirect, on working conditions, subsequent to the submission of the report, to demonstrate that these measures are based on reasons unrelated to the report itself.

In any case, the violation of the obligation of confidentiality and/or the prohibition of discrimination referred to above is a source of disciplinary liability also in accordance with the provisions of the disciplinary system adopted pursuant to the General Part of Model 231 adopted by the Company and, more generally, of the provisions of Legislative Decree no. 231/2001.

10.Responsibility of the Whistleblower

The whistleblower is aware of the responsibilities and the civil and criminal consequences provided for in case of false declarations and / or formation or use of false acts. In case of abuse or falsity of the report, any liability of the whistleblower for slander, defamation, moral damage or other civilly or criminally relevant damage remains unaffected.

In this regard, reference should be made to what has already been extensively dealt with in par. 5.1.

II.Archiving documentation

All supporting documentation relating to the activities described in this policy - paper and / or electronic - must be correctly filed in archives, in accordance with what is stated in the information pursuant to art. 13 GDPR, to allow the correct traceability of the entire process and to facilitate any subsequent checks.

The documentation relating to any actions resulting from the outcome of the investigation (disciplinary or judicial proceedings) will be filed with the competent offices / functions of the Company in compliance with the procedures defined therein.



12. Governance of Procedure and Reporting System

The responsibilities in terms of updating, modification, approval, distribution and conservation of this policy lie with the General Management, having heard the opinion of the SB.

[END DOCUMENT]

Table I - Thematic categories reported

#	Nature of the report
I	Occupational health and safety
2	Environment and Public Health
3	Corruption against the Public Administration or private subjects
4	Competition and disruption of the commercial activity of others
5	Public Administration – Judicial Authority (Relations with)
6	Conflict of interest
7	Fraud and illicit trafficking (including international trafficking)
8	Finance, budgets and administration
9	Taxation and relationship with Financial Administration
10	Receiving stolen goods, money laundering and/or terrorist financing
11	Protection of personal data and privacy management
12	Cybersecurity
13	Copyright, Intellectual or Industrial Property
14	Crime
15	Individuals' individual rights, fairness and equal treatment
16	Mobbing or discrimination in the workplace
17	Harassment at work or threats
18	Procurement and contracts
19	Other aspects referred to in the Code of Ethics
20	Not crimes but violation of business rules (policy & procedures)



ANNEX A: FORM FOR SUBMITTING THE REPORT

This form is designed for the sole purpose of facilitating the indication of the essential contents of the report and facilitating the taking of charge and examination by the body responsible for management. The information requested below, therefore, has an exemplary and minimal value. The author of the report – where deemed appropriate – may freely integrate the content and attach any documentary evidence if useful for the deepening of the investigation. Marked with the symbol * required fields

I. Report category

Indicate the nature of your concern:

- \Box Occupational health and safety
- □ Environment and Public Health
- □ Corruption against the Public Administration or private subjects
- □ Competition and disruption of the commercial activity of others
- Public Administration Judicial Authority (Relations with)
- □ Conflict of interest
- □ Fraud and illicit trafficking (including international)
- $\hfill\square$ \hfill Finance, budgets and administration
- □ Taxation and relationship with Financial Administration

- □ Receiving stolen goods, money laundering and/or terrorist financing
- Protection of personal data and privacy management
- □ Cybersecurity
- □ Copyright, Intellectual or Industrial Property
- □ Crime
- □ Individuals' individual rights, fairness and equal treatment
- □ Mobbing or discrimination in the workplace
- \Box Harassment at work or threats
- □ Procurement and procurement
- □ Other aspects referred to in the Code of Ethics
- \Box Not crimes but violation of business rules

2. Indications on the place / environment in which the situation being reported has matured* Provide useful elements to contextualize the place where the irregular conduct or the dangerous situation takes place / took place

Click or tap here to enter your text.

3. Indication of the time in which the situation being reported occurred*

Provide useful elements to contextualize when the irregular conduct occurred or you recognized the dangerous situation (a precise date or a period)

Click or tap here to enter your text.

4. Availability to provide the identification details of the whistleblower

Please indicate below – if you are willing to be identifiable – your contact details: you can help us better instruct the report by interacting. However, you will always be protected in your privacy as indicated in the company policy Click or tap here to enter your text.



5. Indication of the relationship between the whistleblower and the Company*

Specify the nature of your relationship with the Company: employee, collaborator, ex-employee, employee of the supplier company, consultant, etc.

Click or tap here to enter your text.

6. Stakeholders and role*

Provide useful elements to contextualize the subjects involved in the story by specifying their role (example: authors of the reported conduct, victims, witnesses, etc.)

Click or tap here to enter your text.

7. Individuals who have benefited from the reported situation

Indicates individuals who may have benefited from the reported conduct or situations Click or tap here to enter your text.

8. Free description of the fact that you intend to report*

Describe in great detail objective and detailed how to carry out the reported pipelines or dangerous situations identified Click or tap here to enter your text.

9. If it exists and is known, indicate the economic size of the reported conduct

If the facts being reported have a size or economic impact, can you define it? Click or tap here to enter your text.

10. Is the reported story known to other people? *

Indicate if the situation you reported is also known to other people within the Company's organization (could you possibly indicate them?)

Click or tap here to enter your text.

11. Have you made the report to another subject? *

Inform us if you have already reported the facts mentioned above to another subject, indicating the identification details Click or tap here to enter your text.

12. Would you like to make any further statements?

Free text

Click or tap here to enter your text.