

## USER MANUAL FOR THE INTERNAL REPORTING CHANNEL

*"TARGATIS is the sole internal channel of IQL and serves as the preferred means for reporting actions or omissions that may constitute serious or very serious criminal or administrative offenses, or violations of European Union law, as established by the Whistleblower Protection Act."*

### 1.- How can I communicate information that I am aware of?

- a. By completing the <https://comunicaciones.targatis.com/en> web form available at:
  - Web
  - QR codes at company facilities.
- b. By email to the address: [iql@targatis.com](mailto:iql@targatis.com)
- c. By sending postal correspondence to:
  - Waterwhale Europe, S.L.P.
  - A/A IQL
  - C/ María Zambrano, 31, West Tower, P13, 50.018
  - Zaragoza (Spain)
- d. By telephone communication to the number (+34) 976 32 23 61. Hours: Mon-Thu 8:00am to 5:00pm and Fri 8:00am to 2:00pm
- e. By requesting an in-person meeting, which will be held within a period of no more than 7 days from receipt of the meeting request.

### 2.-How can I report information through the "Targatis" form?

The TARGATIS Online Form must be accessed through the following:  
<https://comunicaciones.targatis.com/en>

Through the form, communications can be made both confidentially and anonymously.

#### **1.- Confidentially**

Enough fields will be filled in to identify the informant and be able to communicate with him:

**Informer information**

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

This information will never be disclosed to the company and will be maintained confidentially by the law firm “Waterwhale.”

## **2.- Anonymously**

To ensure anonymity, the informant should not complete any fields under the previous heading.

The fields regarding the parties involved in the complaint, the company being reported, and the description of the events will then be filled in.

**Communication information**

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

### 3.- Information on the facts and evidence

The informant will then indicate whether the reported event is upcoming or has already occurred, how they learned about it, and whether others are aware of the events.

You should also attach any evidence supporting the information provided, and you may upload files if they are backed by documentary evidence.

Finally, review the section on data processing, and click “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

Choose File

No file chosen

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

SEND

### 4.- Obtaining the locator

Once the communication is sent, the informant will obtain:

- A unique locator: composed of a randomly generated alphanumeric code. Example: GEN-168389782
- A unique password: composed of a randomly generated alphanumeric code. Example: UQNAEog

**The anonymous informant must keep both the locator and the password**, being the only person who will have access to them. Both elements are unique and unrepeatable, so their preservation is mandatory to access the status of the communication and establish contact with the legal team at Waterwhale Europe, S.L.P.

In the case of confidential communications, Waterwhale may communicate with the locator in addition to the platform, using the methods indicated by the informant, i.e., telephone or email.

#### **5.- Incident management and communication with the law firm “Waterwhale”.**

**In order to manage the incident**, provide new information, communicate with Waterwhale's legal team or consult the communications that Waterwhale makes regarding the management of the **communication anonymously**, the informant must enter the locator and password obtained in the registration form available at the following link **<https://comunicaciones.targatis.com/en/follow-up>**

If you have any questions about using this channel, please contact [info@targatis.com](mailto:info@targatis.com).