



**How to proceed to send a complaint:**

1. Download the document to your computer.
2. Fill in the blanks.
3. Send it by clicking the icon in the below right.

## 5. Ethics Line. Form to report a concern

Date:

1. Identity of the person concerned (Optional)	
Name and surname	
Email address	
Connection to AZOL GAS Group (Check the correct box):	
Employee	
Supplier	
Client	
Others	

2. Reason for the communication	
Query	Report

3. Descripción de los hechos relevantes	
What happened?	
How did it happen?	
Where did it happen?	
When did the alleged misconduct take place and for how long	
Is it still happening?	
Who may be involved? (Department, position and individuals)	
Identity of the subject of the report and connection with AZOL GAS Group	

4. Knowledge of the facts	
How did you find out?	
Do other people know what happened?	
Documents to prove these facts (ATTACH)	

5. Admission of the claim) (To be filled by the Ethics Committee)		
Date		
Yes	No	If "No" – explain the reason

*I hereby represent that I report this Concern in Good faith and that, except for any unintentional mistake or omission, all details reported are true.*

*I have read and I am aware of the processing that personal data included herein may undergo.*

<b>BASIC INFORMATION ON DATA PROTECTION PRIVACY NOTICE AND AGREEMENT.</b>	
<i>Joint controllers</i>	<i>Grupo Equipamiento Auxiliar AZOL GAS (wherein the Committee of Ethics is included) and the company within the AZOL GAS Group involved in an employment, business or professional relationship with the Party concerned or/and with the Reported Party.</i>
<i>Purposes and legal basis of data processing</i>	<i>We will process the data for the purposes of detecting, investigating and assessing any potential violation of the agreement, and particularly, of the Codes of Ethics and Conduct and internal conduct policy of any Company of AZOL GAS Group. We are entitled to process the data as we have a public and legitimate interest in doing so.</i>
<i>Recipients</i>	<i>We can share data, if the Committee of Ethics deems appropriate, with service providers and collaborators in order to analyze the situation and conduct all necessary investigations, as well as with the relevant authorities.</i>
<i>International transfers</i>	<i>We do not transfer data outside the EU.</i>
<i>Rights</i>	<i>You have the right of Access, right to rectification or erasure, and, occasionally, the right to object to processing.</i>
<i>Additional information</i>	<i>For further information please refer to Annex I of the Ethics Line Procedure of AZOL GAS Group (document PP-PCE ) internally available or you can directly request it at <a href="mailto:lopd@azolgas.com">lopd@azolgas.com</a>.</i>