

Note: This document must be signed by all persons responsible for the management of the whistleblowing channel and other channels through which any type of report may be received (SQF, Security, Child Safeguarding, PSEAH, etc.); It must also be signed by those persons who are to participate in any investigation process that may arise from a report.

CONFIDENTIALITY DOCUMENT

, with ID number , *Choose an option: Option 1*: as focal point for the SCC, Security, Child Safeguarding or PSEAH channel; *Option 2*: as the person appointed to participate in the processing of a complaint file AGREES TO:

- Respect the confidentiality, privacy, dignity and intimacy of the persons involved throughout the different phases of the whistleblowing process in which they may participate and ensure the impartiality of the process, both during and after the process has been completed.
- Guarantee the strictest confidentiality and reserve regarding the content of the report and the information that may come to my knowledge during the process of managing it, undertaking NOT to disclose or transmit it to third parties, except in duly justified exceptions, such as its communication to the Security Forces or judicial authorities, or in compliance with a legal obligation, as well as to ensure compliance with the prohibition on disclosing or transmitting any type of information by the other persons involved in the process.
- Guarantee the absence of a conflict of interest, undertaking, if this is not the case, to disclose it and to refrain from participating in the processing of the complaint.

I also declare that I have been informed by Educo of the possible disciplinary liability that I may incur for failure to comply with the above obligations.

In *place*, on *date*.

Full name

Signature