

REPORTING CHANNEL

America Diamonds Hotel is committed to ensuring the **protection of data** and individuals who wish to internally report incidents related to some type of irregularity (corruption, as well as any other non-compliance that may involve the commission of a crime) in accordance with the European Directive 2019/ 1937. Our country has already adopted the **European Directive, through Law nº 93/2021, of December 20** <https://transparencia.pt/proteger-quem-denuncia>.

There cannot be any type of reprisal/harmful action against subjects who, based on plausible reasons, make a complaint and provide data obtained in a work context. This **Whistleblower Protection Policy** applies to **America Diamonds Hotel**.

1. Matters you can report:

Whistleblowers can whenever they want and find it pertinent to communicate information, obtained in the work context, regarding suspicions about inconsistencies or violations - current or potential.

Please note that, for the complaint to be made, the author must have in their possession some type of document or evidence (e-mails, documents, photographs) that proves the suspicion, since rumors are not considered sufficiently strong reasons for such .

2. Who is eligible to report?

All employees/workers who carry out or have carried out work at **America Diamonds Hotel** , including temporary workers, independent workers or interns and volunteers.

3. How to make the complaint official?

Using the form below, the complainant may maintain anonymity whenever they wish. Despite ensuring anonymity, the complaint must contain all appropriate information so that it can be properly investigated.

The **America Diamonds Hotel** will handle and manage complaints confidentially, and whenever necessary they will be reported to responsible entities (police, government or regulatory agencies).

4. Protection of personal data

The **America Diamonds Hotel** is committed to complying with all national and European legislation and regulatory acts in maintaining policies, procedures, work instructions and technical measures appropriate to protecting the privacy of personal data under its processing and/or processing responsibility.

These rules apply to all personal data held by **America Diamonds Hotel** whether in digital or physical format, whether collected directly from the data subject or from third parties.

We recommend carefully reading the **Group Privacy Policy** so that your decision whether or not to provide your personal data and to keep it with us is free, informed and voluntary.

The present **Data Protection and Privacy Policy** applies to **America Diamonds Hotel**.

For more information, you can contact **America Diamonds Hotel** via

email: info@americadiamondshotel.com or click here:

<https://americadiamonds.backhotelite.com/en/contact/>