

Equal Opportunities **Policy**

OBJECTIVE

This Policy's objective is to promote and guarantee equal opportunities for all Cieffe staff. Cieffe wants to offer a working climate free of discrimination, sexual harassment and bullying and to create a culture in which each person can enjoy respect and dignity regardless of who they are, and interact with understanding, responsible managers. Such a climate is consistent with Cieffe's values and contributes to staff motivation, efficiency and productivity.

All personnel contribute to creating a working climate free of discrimination and harassment, where co-workers are able to develop their skills and are treated with respect and politeness. The proper behaviour and personal integrity of managers serve as an example for employees and junior staff.

1.1 Recognition of diversity

Cieffe guarantees a working climate where equal opportunities and fair representation of different groups of people are an explicit goal. Diversity in the composition of staff in general and of individual teams is considered an enrichment and a key factor for the success of Cieffe's business.

A culture of equal opportunities takes into account the diversity of employees with respect to their origin, gender, age, language, social position, way of life, sexual orientation, religious, ideological or political convictions, education, socio-economic status, personality and so on.

1.2 Management of personnel without discrimination

Equal opportunities are a very important part of the hiring process: male and female employees and job applicants must enjoy the same opportunities regardless of their personal identity. Both internal and external selections must comply with equal opportunities guidelines without explicit or apparent references whereby a candidate or group of candidates might feel unjustifiably discriminated against by the characteristics listed.

When assessing staff performance, managers are aware of gender and diversity aspects and therefore base their assessments solely on facts and not on preconceived opinions, prejudices or stereotypes concerning certain groups of people. In the case of promotions, the same opportunities should be given to members of diverse groups of people.

Cieffe aims to create a working environment that allows personnel to reconcile private and professional commitments.

Cieffe is committed to offering its workforce opportunities for professional development and updating, including through training.

1.3 Protection against discrimination, sexual harassment and bullying

Cieffe management demands that all staff be treated with dignity and respect.

Cieffe neither uses nor encourages or tolerates any kind of violence, physical or mental coercion, harassment or verbal abuse of personnel, harsh or inhuman treatment.

1.4 Protection against discrimination

All employees have the right to the protection of their personal integrity in the workplace and to a professional environment free of all forms of discrimination based on origin, ethnicity, gender, age, language, social position, lifestyle, sexual orientation, religious, ideological or political beliefs, or physical or mental disability. Stereotypes can cause unjustified discrimination and must therefore be analysed and eliminated.

Behaviour that discriminates against or offends the dignity of staff is not tolerated and may lead to disciplinary action.

1.5 Protection against harassment, sexual or otherwise

All personnel have the right to work in an environment free of harassment, sexual or otherwise. Harassment, including sexual harassment, is not tolerated and may lead to disciplinary action. In the case of harassment, the sanctions envisaged in the Code of Ethics against sexual harassment in the workplace apply. People who report sexual harassment must not be harmed professionally.

1.6 Protection against bullying

All personnel have the right to work in an environment free of psychological coercion (bullying).

Any worker who encounters working conditions involving severe psychological coercion should report such matters to union representatives, if present in the company.

Cieffe guarantees workers the right to leave a work situation where they have justifiable grounds to believe that it may constitute a serious and imminent danger to life, health or safety by reason of violence or harassment, without being subject to retaliation or any other undue consequence, as well as the duty to inform management.

To this end, Cieffe has instituted a Whistleblowing procedure explained to all personnel in posted instructions.

Therefore, it is crucial to report such behaviour, support any victims or witnesses and protect them against retaliatory actions when reports are made.

Disciplinary actions are taken in accordance with the National Collective Bargaining Agreement and referred to in the Code of Ethics, enumerating the types of infractions that can be punished and the penalties applicable by the employer against the worker (Italian Law 300/1970).

The Code of Ethics and Code of Conduct are distributed by the HR function to all employees by publication in a dedicated network area accessible to all workers and made available at the time of hiring to ensure the principle of certainty and the compulsory nature of the sanctions.