

SO.LA.IS. SRL	CODE OF CONDUCT	Em Apr 2015 Rev Feb 2020
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This Code of Conduct defines the basic requirements of SO.LA.IS. srl concerning the responsibilities towards their stakeholders and the environment.

- **Legal compliance**

To comply with the laws of the applicable legal system(s).

- **Prohibition of corruption and bribery**

To tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred to any government official for the purpose of influencing decision making in violation of the law.

- **Respect for the basic human rights of employees**

- to promote, at all levels, a trusting environment and to encourage employees to share their ideas freely;
- to promote equal opportunities and treatment of its employees irrespective of skin colour, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- to promote training and personal growth at all levels and to encourage the placement of younger resources through all available contractual instruments (es apprenticeship, internship etc)
- to respect the personal dignity, privacy and rights of each individual;
- to refuse to employ or make anyone work against their will;
- to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- to prohibit behaviours (including gestures, language and physical contact) that are sexual, coercive, threatening, abusive or exploitative;
- to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
- to comply with the maximum number of working hours laid down in the applicable laws;
- to recognize, as far as legally possible, the right of free association of employees and to neither favour nor discriminate against members of employee organizations or trade unions.
- to ensure the possibility for all staff to make anonymous or not anonymous reports regarding incorrect, dangerous or risky behavior for the company or its stakeholders (whistle-blowing)

- **Prohibition of child labour**

- to employ no workers under the age of 16 or, in those countries subject to the developing country exception of the ILO Convention 138, to employ no workers under the age of 14.

- **Health and safety of employees**

- to take responsibility for the health and safety of its employees;
- to control hazards and take the reasonably best possible precautionary measures against accidents and occupational diseases;
- to provide training and to ensure that employees are educated in health and safety issues, encouraging awareness and participation to improvements;
- to set up or use a reasonable occupational health & safety management system.

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- **Environmental protection**
 - to act in accordance with the applicable statutory and international standards regarding environmental protection;
 - to minimize environmental pollution and to make continuous improvements in environmental protection;
 - to use a reasonable environmental management system;
 - to use available resources carefully (e.g. electricity, water...) activating, where possible, improvements and optimization of resources;
 - to pay attention to the management of raw material, using, when possible, ecological or recycled products.

- **Managing Our Assets and Information**
 - Communicating Effectively => honest, clear and efficient communication;
 - Safeguard security of information (communication with any stakeholder) and protection of the company assets through a system that ensures privacy and control over outside intrusion;
 - Protect privacy, if required, of the personal and confidential data (of stakeholders and of the Company);
 - Protection of the Company Assets: guarantee that Company Assets are only use for the purpose they were meant for;
 - Maintaining Appropriate Records: we are required to maintain reliable records to satisfy legal, tax or regulatory requirements.

- **Supporting Our Communities**
Commitment of the company to support, when possible, the community around it.

- **Equal trade**
 - Do not tolerate unfair commercial practices: bribes, corruption, fraud, money laundering, anti-competitive methods etc;
 - Ensure, to all stakeholders, the reporting of inappropriate behaviors;
 - It is forbidden to accept gifts (from clients or suppliers) of a cumulative value higher of € 100,00 per year. The same goes for commercial partners. Such gifts or donations must be immediately returned. If restitution is impossible the Board will decide how to behave in accordance with the Code of Conduct.

- **Supply chain**
 - to use reasonable efforts to promote among its supplier's compliance with this Code of Conduct;
 - to comply with the principles of non discrimination with regard to supplier selection and treatment;
 - to ensure that its procurement of goods and services aligns with its business objectives and processes;
 - to adhere to applicable laws;
 - to ensure that purchases are in line with spending authority, corporate approvals, and restrictions as to allowed types of goods or services;
 - to sensitize suppliers on issues such as environmental awareness, health and safety, equal rights and fair trade.