

# G&B FISSAGGI: CODE OF ETHICS

## 1. INTRODUCTION

G&B FISSAGGI has prepared this code of ethics as a tool to define the observance of rules, of precept and the respect for the laws who are and will be of fundamental importance for the development of the Company and for the application of code of ethics in the company's activity. To such Precept and Values the people will have to adapt their business behavior in both the inside relationships and with outside. Also, to the Suppliers and Partner G&B FISSAGGI are required to adapt to such precept

This code of ethical symbolize the charter of rights and moral duties of the G&B FISSAGGI which they must be inspired, without exception, every part of the Company (Employees, Consultants, Partners, Suppliers). Our code of ethical is the tool useful to preserving the value and the integrity of the company over the time. It's a group of positive principle and of rules of conduct that the G&B FISSAGGI has choice to implemented and make public as a concrete expression toward its own interest bearer (Employees, Suppliers, Customers, etc.).

The activity of G&B FISSAGGI is to "Design, production and sale of fixing system in nylon, steel and chemical fasten, silicone, sealant and polyurethane foams, technical sprays, gun fasteners, tips and accessories for power tools for the hardware and equipment sector, construction industry, electric sector, thermo-hydraulic and do-it-yourself" and is certificate by the regulation UNI EN ISO 9001 for the quality.

G&B FISSAGGI considering needed operate respecting all the quality's rules, of environment's respect and of the hygiene and security for the workers e provide by the written Instruction received and by the verbal ones imparted by the company's supervisor. The present Code of Ethics completes the framework of the behavior that every employee and Collaborator G&B FISSAGGI need to respect.

The main initiator of the document are:

- the Universal Declaration of Human Rights of the United Nations
- the Italian Constitution
- the Charter of Business Values of the European Institute for Social Report
- the "core labour standards" contemplated in the GuideLines for the Multinational Companies of the OCSE (Organization for the Economic Cooperation and Development)
- the Agenda 2030 for the Sustainable Development Goals, SDGs

## **2. FIELD OF APPLICATION AND USE**

The principles and the rules of our code of ethical express the general duties of diligence, accuracy and senso of responsibility that every Workers and Collaborator of the G&B FISSAGGI must to keep during their own working activity. All the function that operate inside and on behalf of the G&B FISSAGGI, are bind at the respect of the principles and rules into the Code of Ethics.

in specific way the G&B FISSAGGI has decided for the people bind by a temporary relationship such as suppliers, contracting, workers with administration contract, etc., the following directive:

- All the subject bind to the G&B FISSAGGI by relationship contractual nature must know the principles at which inspired the code of ethics and are required to respect and realize them.
- All the suppliers G&B FISSAGGI are required to undersign that code and make it to be respected into their companies, encouraging the ethical principles at which inspired the Code.
- All of those who act, operate, and collaborate with the G&B FISSAGGI, have the duty to keep and make keep to their workers and collaborators, a compliant conduct at the general principles of correctness, security and health on the workers place and respect of the humans right, for the purpose of safeguard the own and others physical and moral safety. Behavior harmful against human rights, the safety and the health of the workers go from any person reported to the supervisors or responsible of the G&B FISSAGGI. The purpose to officialize the rules that the G&B FISSAGGI intend adopt in ethical topic, is that to make public and clear the ethical way to operate on the market.

## **3. CODE OF ETHICS**

The employees must be aware of the laws and the behaviors to follow on the workplaces; in case exist some doubt on how proceed, the Company must inform adequately its employees. G&B FISSAGGI undertake a program of information and consciousness continue on the problems pertinent the code of ethical.

Into G&B FISSAGGI is required to work with beware of risks that could show up both for the own security and for the products' security making careful to everything that can cause damage at themself, at others or in generate products non-compliant, scrap, environment pollution or violation of the human rights and the ethical principles. The necessary approach is to take nothing for granted and always to control and evaluate everything done, a little bit as when you across the street, you look ALWAYS at right and left, not only once in a while

G&B FISSAGGI reports into the following paragraphs the Ethical Principles that intend to pursue and on which intend adapt itself.

### ***3.1 Health and safety of the Workers***

On topic of health and safety into workspaces, the G&B FISSAGGI make an effort:

- to guarantee workspaces safety, salubrious and to be a solidarity organization
- to respect all the rules and the regulation related at the security and at the health
- to guarantee refreshment services, changing room, and clean toilets;
- to guarantee the compliance of auxiliary services (ex. the potability of the water, the cleaning of the refreshment areas, etc.).

To support that politic, every Recipient must respect every rules and security procedure. It's mandatory for each Employee to communicate promptly at the Head of the Prevention and Protection Service, nominated by the Employer as guarantor of the observance of such principles, each dangerous situation generated over every difference by the procedures implemented and distributed.

The principles and parameters of prevention, could be so identify:

- avoid the risks
- evaluate the risk that is not possible to be avoid
- remove, how much is possible, the risks at the source
- adapt work to man, in particular with regard to the design of workplaces and the choice of work equipment and methods of work and production, in particular to mitigate monotonous and repetitive work and to reduce the effects of these works on health;
- keep in mind the grade of the techniques' evolution
- replace what is dangerous with what is safe or less dangerous
- organize the preventions, aspire at a coherent complex that completes in the same technique, the organization of the work, the condition of work, the social relation and the influence of the factors of the work environment.
- give priority to collective protection measures over individual protection measures;
- give adequate instructions to workers.

Such principles are used by the G&B FISSAGGI for adopt the size needed for the protection for the safety and health's workers, included the activities for prevention of professional risks, of information and formation included the refresher, besides the detailed study of the organization and necessary through. Training activities are appropriately recorded.

The supervisor (person in charge) monitor the respect of the preventive measures by the resource that they coordinate. They strive for not the verify fall of attention into dangerous activities. They transpose

the warnings of the Collaborators for the improve the health safety and safeguard. Under no circumstances the observation of the security measures can be subordinate to the interest in carrying out the work and respecting deadlines.

The Employees need to follow with seriousness and diligence the orders in security field that affect themselves, sensitizing the defaulting colleagues to make the same and reporting to the responsible the eventual gaps and the topic of improve.

### **3.2 Privacy protection**

In matter of the human resources is prohibit every investigation and scheduling on the ideas, preference, personal taste and, in general, the private life

### **3.3 Salary**

The company guarantee the right of the workers to a salary respecting the Labor National Contract. Specific payslip reports the entries that compose the monthly salary. At the moment of the employee's hiring, are submitted the information related with the task, the salary, the holidays, etc. The deduction for discipline purpose, when apply, are exclusively concern to circumstance expected by the legislation in force and by the Labor National Contract.

### **3.4 Work schedule**

The work schedule around the G&B FISSAGGI is diversify in function of the tasks according at the regulations in force for what interest shift, rest and overtimes.

### **3.5 Discrimination**

G&B FISSAGGI doesn't realize and neither guarantee support on the discrimination into the hiring, salary, access to the formation, promotion, layoff, based on the ethnic group, national origin, religion, disability, gender, sexual orientation, trade union membership or political affiliation, social origin, marital status or whatever condition.

G&B FISSAGGI works on to provide a workplace that exclude every form of discrimination such to interfere, around the exhibit of psychological retaliation, the health of the discriminated person.

Therefore are not tolerate action turn to cause harassment to an Employee or Collaborator of the G&B FISSAGGI are them take place by another Employee or Supplier. If the Employee believe to suffer or to have suffered some type of harassment can talk, at your choice, or with a direct supervisor or with the Management.

The Management will start immediately accurate investigation, it'll adopt the necessary measure and defend the Employee by possible attempt of revenge or other negative effect. No one discrimination

must be done on the women in general and, in specific way on them in the gestation stage. Every activities at risk, so as sharp by the on force legislations, must be prohibit. It will be assignment of every responsible of function and person in charge, monitor on the application of the security rules in favor of the pregnant workers and on the prescriptions issued by the Competent Doctor.

### ***3.6 Treatment of staff***

Into the G&B FISSAGGI, is severely prohibit for every person regardless of the rank, role, responsibility, every form of physic, sexual or other types of abuses or other form of physic or mental violence. To nobody must be allow to use the own position, for obtain in way inappropriate, any personal benefit

Anyone believe of being abused, can speak to in first place at own Responsible or, if you believe it, directly to the Management

## **4. RELATIONS WITH SUPPLIERS**

The G&B FISSAGGI, in becoming uniform to the Ethical Principles into this Code required to own Suppliers to recognize the present Code and to active themself for the actualization into their working realities.

G&B FISSAGGI encourage a continue and large collaboration with the suppliers with the goal to make strong and long-lasting relationship. The Suppliers, in specific, during their service around the G&B FISSAGGI have to:

- Apply the rules enunciate in the present Code of Ethics of what the G&B FISSAGGI bind itself to provide copies
- Inform all the Employees that work into the G&B FISSAGGI on the topics of this Code of Ethic, asking the full respect

The Employees of the suppliers, mustn't suffer any type of mental pressure by any Employee of the G&B FISSAGGI. If this happens, they must inform the Management. The responsible of the G&B FISSAGGI will monitor in order to evade intimidation or solicitation by the suppliers against employees in the acquisition of materials or services for the personal benefit of the acquirer.

G&B FISSAGGI, in the event that you become aware of the fact that a supplier has adopted during his activity behavior against the guidelines of the general principles of this Code of Ethics and organizational models, is allow to take appropriate provisions, also included the preclusion of the possibility of also other collaborations.

## **5. RELATIONS WITH THE PUBLIC ADMINISTRATION, INSTITUTIONS AND AUTHORITIES**

Every relation with the bodies of the PA are shape to transparency criteria and constructive collaboration. In base of that principle G&B FISSAGGI doesn't deny, or hide, manipulate or retard any information asked by the Authority and by the others administrative bodies during their inspection function and cooperate actively over the time of every preliminary investigation procedure.

The Employees, the responsible of the company and those who have the power to entertain relationship and obligate the company towards of the Public Administration, must not promise or offer to public official or persons in charge of public service and nor to the Employees in general of public entities, money, property or other utility of general type in order to promote or favourite the own interest or the interest oof the G&B FISSAGGI or also for compensate or repay for an act of their office nor for obtain execution of an act against the duty of them office.

### ***5.1 Collective***

G&B FISSAGGI is knowledgeable about the effect and impact, also indirect, of the own activities into the economic and social development and on the general wellness of the collective and also the importance of the social approval of the Communities where it's work. For this reason it's intended to lead each activities respecting the local and national communities and supporting initiatives with culture and social value, also in order to obtain an improve of the reputation and intangible value.

## **6. ENVIRONMENTAL SUSTAINABILITY**

G&B FISSAGGI believes in the close interaction between Employees, Collaborators, Suppliers and Customers, with the goal to reach a development based on the sustainable principles and on the construction of a real chain of value

G&B FISSAGGI acknowledges that develop, propose and commercialize products respectful of the environment is the path to take for guarantee a sustainable future and therefore the diligence of the Employees, Collaborators, Suppliers and Customers is the road to reach a green economy.

## **7. IMPLEMENTATION OF THE CODE OF ETHICS**

### ***7.1 Dissemination and understanding***

G&B FISSAGGI wants that their Code of Ethics is completely effective and that the respect of the contain become a stabilize custom by the Employees, Suppliers, and other stakeholders. For this purpose:

it works hard to divulge the Code of Ethics with a prompt activity of communication, the predict different channels so it can be adapt at the characteristic of all the public (for exempla, the exposition

into the departments and offices of a copy of the Code of Ethics, distribution of the Code of Ethics to all the Employees, adding it to the website, etc.);

in particular, it works hard to guarantee the comprehension of the Code of Ethics and the needed explanations to all the Staff and Collaborators, for who the Code of Ethics is to consider an integral part of the employment relationship, through an information plan aimed at promoting knowledge of the principles and rules contained therein and/or referred to;

it works hard to monitor periodically the level of respect of the Code of Ethics, upgrading the internal and external functions on the maintenance of the obligation takes by the Code

G&B FISSAGGI considers very seriously the Principles reported in the present code and, so, pretend by who performs a role of responsibility an obligation more greater respect of the Principles and support at their diffusion and comprehension on all the layer.