



COMERIO ERCOLE

QUALITY & TECHNOLOGY SINCE 1885 ITALY



Code of Ethics



Revision 2023




CODE OF ETHICS

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COMERIO ERCOLE S.p.A.



Mod.524

 +39-0331-488.411 - P.O. Box 308 - C.C.I.A.A. Varese N. 11178
COMERIO ERCOLE SpA - Capitale Sociale Euro 2.200.000
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Web site: <http://www.comercole.it> - Email: info@comercole.it



CODE OF ETHICS




of COMERIO ERCOLE S.p.A.

First approval: Year 2007

Board-approved revised document: Year 2023

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BY MEANS OF THE CODE OF ETHICS:


-  The general ethical values and principles that form the company activity and the relationships with clients, suppliers, partners, labour force, collaborators, directors, institutions and any other subject involved in the activity of the firm are defined;
-  The engagement to behave according to ethical principles is formalized, i.e.: moral, equity and equality, person's guardianship, guardianship of the environment, diligence, transparency, honesty, discretion, impartiality, health's protection;
-  The behaviour principles and the values and the responsibilities, for which the punctual respect is required during the execution of the working performance, are pointed out to employees, collaborators and directors.

WHAT WE BELIEVE IN:

We are a company with deep roots in the territory, united by talent, skills and strong aspirations. Our enthusiasm, our passion, our desire to act proactively and honestly are the hallmarks of our entrepreneurship since 1885. Together with our heritage of values, they are the basis of our success and our reputation and represent a constant motivation to the growth and to the development of our reality and our people. Our history and our characteristics are our soul. The Code of Ethics embraces a series of principles and behaviours which have the purpose not only of preserving, as established by law, safety, freedom and human dignity, but above all of stimulating us to always do better and continue to grow responsibly.



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PREMISE

The Code of Ethics is an effective way to prevent irresponsible or unlawful behaviours by whom is working in the name and on behalf of COMERIO ERCOLE because it introduces a clear and explicit definition of his/her own ethical and social responsibilities towards all subjects directly or indirectly involved in the activity of the firm (clients, suppliers, partners, citizens, labour force, collaborators, public institutions, environmental associations and whoever is interested in the activity of the firm). The Code of Ethics is the main tool for implementation of the ethics inside the firm, directed to clarify and to define all principles, to which the recipients are required to conform in their mutual relationships as well as in relation with holders of mutual affairs towards the company.

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The recipients are called therefore to the respect of the values and principles of the Code of Ethics and they are required to protect and to preserve, through their own behaviours, the respectability and the image of COMERIO ERCOLE as well as the integrity of its economic and human patrimony.

The Code of Ethics integrates and recalls the existing procedures correlated to confirming:

- the Quality Management System with reference to the ISO 9001 standard;
- the Environmental Safety System with reference to the ISO 14001 standard;
- the Health and Safety Management System with reference to the ISO 45001 standard;

The corporate parties of COMERIO ERCOLE, aware of their responsibilities, refer to the principles contained in this Code of Conduct, inspiring their activity to values of honesty, integrity in the pursuit of corporate objectives, loyalty, fairness, respect for people and rules, mutual cooperation.


COMERIO ERCOLE draws up the ESG sustainability report as a transparency tool towards third parties by integrating the principles of the UN 2030 agenda into the reporting.

The evaluation of situations like clashing interests or incompatibility of functions, charges and positions outside and inside the company lays on single ones. The legitimate demonstration of divergent positions cannot cause detriment to the image, prestige and affairs of the company, which the top management has the responsibility to defend and to promote.

The information received for working reasons are considered confidential and any use not arising from the institutional accomplishment of the functions for which each person is responsible is forbidden.



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The commitments of loyalty and confidentiality bind people also after the termination of the relationship with COMERIO ERCOLE.

However, the Code of Etichs doesn't replace and doesn't prevail over the laws in force and the existing National Collective Labour Contract.

The Code of Ethics must be interpreted as a "charter of fundamental rights and duties" through which COMERIO ERCOLE sets out and clarifies its ethical and social responsibilities and commitments, also in the light of the provisions introduced by Legislative Decree 8 June 2001, n. 231. The Code of Ethics adopted by COMERIO ERCOLE is an integral part of the Organization, Management and Control Model called 231.

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HUMAN RESOURCES


COMERIO ERCOLE ascribes the utmost importance to those who work within the company structure, directly contributing to the development of the company, because it is really through the human resources that COMERIO ERCOLE is able to supply, develop, improve and guarantee an optimal management of its own products and services. It is also in the interest of COMERIO ERCOLE to promote the development and the professional growth of the potential of every resource in order to increase the wealth of skills possessed by each employee or collaborator.

COMERIO ERCOLE:

- engages itself in order to realize the functional conditions of work for the guardianship of the psycho-physics integrity and of the health of workers and for the respect of their moral personality;
- does not admit any form of discrimination related to age, gender, religious belief, culture, race, ethnic group, class, health or disability, political opinion and sexual orientation;
- adopts standards of merit and competence for whatever decision related to the working relationship with employees and external collaborators;



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- requires function/department managers and all collaborators, each within their area of competence, to adopt coherent behaviours according to the principles referred to in the previous items, functional to their concrete implementation.

Confirming the law and contractual provisions concerning the duties of workers, employees are required to have professionalisms, devotion, loyalty, spirit of collaboration and mutual respect.

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The main factor of success is given by the professional and managing contribution that each of the committed human resources ensures, every employee or collaborator of COMERIO ERCOLE:


- orients his/her own conduct to professionalism, transparency, correctness and honesty, contributing to the pursuit of the common aims;
- marks his/her own activity, whichever is the level of responsibility connected to the role, with the most elevated degree of efficiency, respecting the operational provisions imparted by the higher hierarchical levels;
- adjusts his/her own internal and external behaviours to principles and values as per the present Code, in the awareness of the responsibilities for which COMERIO ERCOLE asks for the respect during the execution of the working performance;
- assumes, in the relationships with the colleagues, behaviours according to principles of civil cohabitation and of full collaboration and cooperation;
- considers the confidentiality as vital and absolute principle of the activity.

WHAT FOLLOWS IS FORBIDDEN TO EMPLOYEES AND COLLABORATORS:

- the pursuit of personal affairs causing detriment to the company;
- the exploitation of the name and reputation of COMERIO ERCOLE for private purposes as well as the exploitation for personal aims of the position occupied inside COMERIO ERCOLE;
- the adoption of behaviours that can compromise the image of the company;
- the use of social good for different purposes than proper ones;



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- the useless consumption or the no-rational utilization of means and resources;
- accept, also on the occasion of festivity, gifts and other benefits related to work activities, except for those of mere courtesy and symbolic value
- the diffusion to third parties or the improper use for private aims of information and news concerning COMERIO ERCOLE;
- the accomplishment of working duties – even as gratuitous service - in contrast or in competition with COMERIO ERCOLE.

The interruption or the resolution of the working relationship, independently from the cause, doesn't justify the revelation of reserved information or the expression of considerations that can cause damage to the image and the affairs of the firm.

The employees and the collaborators are required to use the goods at their disposal in the respect of their use destination in order to protect the preservation and the functionality of it. The employee doesn't use for personal purposes writing materials, computers, photocopiers, personal computer, telephone lines, Internet connections or other equipment, which are at his/her disposal for working reasons. It is forbidden to smoke in working rooms countersigned by suitable indications.

It is absolutely forbidden to consume alcoholic beverages in the company, as well as during the midday meal when the staff is away from the company on a work mission. In particular, it is required, on a general level, to comply with the regulations in force in the foreign country where the staff is located for work activities. In general, COMERIO ERCOLE employees and collaborators abstain from practices that are not permitted by law, by commercial agreements or by any codes of the companies or organizations with which they deal.

To ensure the utmost transparency, COMERIO ERCOLE employees and collaborators undertake not to find themselves in situations of conflict of interest or position likely to influence corporate decisions in their favour or in favour of relatives, friends and acquaintances: those who believe they are in a situation of conflict between personal interest, on own behalf or on behalf of third parties, and the interests of COMERIO ERCOLE must immediately notify the company management.



COMERIO ERCOLE also undertakes:

- not to tolerate sexual harassment and physical or psychological vexation, in any form and in any context they occur
- to listen to the requests of colleagues, customers and suppliers without any preconceptions or behaviour aimed exclusively at defending one's position and work
- to show sensitivity and respect towards others by refraining from any behaviour that could be considered offensive;
- to condemn any behaviour intended to encourage pornography, even underage
- to condemn any behaviour aimed at favouring clandestine immigration, illicit trafficking in narcotic and psychotropic substances, tobacco smuggling
- to condemn the exploitation, in any form, of workers

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Furthermore, COMERIO ERCOLE does not establish relationships and forbids the establishment of relationships in the performance of activities attributable to its business with associations that propose the perpetration of acts of racism and xenophobia.


HIERARCHICAL RELATIONSHIPS

The behaviour of every manager has to be conformed to the values of the Code of Ethics and represents an example for the collaborators. Function Managers establish relationships with their collaborators based on mutual respect and fruitful cooperation, promoting the development of the spirit of belonging to COMERIO ERCOLE. The motivation of employees and the diffusion of corporate values - so as to allow internalization and sharing - are essential: in this context, the commitment is placed to implement and maintain correct, valid and motivating information flows, able to give the employee awareness of the contribution given to the corporate activity by each of the resources involved.

Each Manager supports the professional growth of the resources assigned, taking into consideration the aptitudes of each one in assigning tasks, in order to achieve real efficiency in the operational field. Same opportunities to express own professional potential are assured to all of them.



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Each Manager pays due attention and, where possible and appropriate, follows up on suggestions or requests from their collaborators, with a view to total quality, encouraging motivated participation in the activities of COMERIO ERCOLE.

The management is called to favour a positive approach to the control function, in a perspective of full collaboration, coherent with that sense of belonging to COMERIO ERCOLE that is promoted among all employees.

The control system contributes to improving the efficiency of corporate processes; it is therefore the common aim of all levels of the organizational structure to contribute to its effective functioning, first of all through the punctual compliance with the internal procedures set up for the purpose of ISO 9001 Quality Certification preservation, so as to allow easier identification of the points of responsibility.

Collaborators under any contractual title in relation to COMERIO ERCOLE are asked to respect the principles contained in this code of ethics.

EXTERNAL RELATIONSHIP

Relationship with the Institutions

The relationships with the Public Administration must be based on clearness, transparency, recognition of respective roles, also in order to have a positive comparison directed to the substantial respect of the applicable regulation.

Relationships with clients and suppliers

Correctness, professionalism, efficiency, seriousness and reliability constitute the base for the establishment of a valid relationship with clients, suppliers and external collaborators, whose choice is executed according to evaluations of reference elements.



Promotional and/or homage articles or gestures of courtesy and hospitality towards customers are allowed, provided they are modest or poor value and in any case such as not to compromise the integrity and reputation of one of the parties nor to be interpreted as aimed at acquiring illegal or undue advantages.

The employees of COMERIO ERCOLE are required to assure equal opportunities to the potential suppliers in possession of same required qualifications. The selection of suppliers and the determination of purchase conditions have to be based on an objective evaluation of the quality, utility, price of the good and required services, ability of the counterpart to supply and to guarantee at the right moment goods and services of suitable level as per COMERIO ERCOLE demand, as well as of its integrity and solidity.

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In the relationships with suppliers and external collaborators, with which the employee of COMERIO ERCOLE gets in contact for working reasons, the same cannot accept remunerations, gifts or favourable treatments for values more than symbolic; the employee must immediately inform his/her hierarchic manager about this kind of offers received.

INFORMATION POLICY

The external information must be punctual, truthful and transparent. The internal circulation of information is limited to subjects with an effective company interest to know and use them. The disclosure of confidential and INSIDE USE ONLY information to third parties requires the written authorization of the own manager, in compliance with the company procedures.


The safeguard of the corporate patrimony includes the custody and the protection of material and intellectual goods of COMERIO ERCOLE, as well as of information and data about company ownership, of which the employees get knowledge for working reasons.

Considering the strategic importance of such information, their correct sharing is necessary, that allows the realization of the common aims to different functions. COMERIO ERCOLE put at disposal suitable information about its own activity also by means of its own website.

Know-how, technical knowledge, license rights, brands, patents and other similar industrial property rights constitute a central and essential heritage of the company.



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The safety, i.e. the protection and conservation of these assets, constitutes a fundamental value for the safeguarding of the corporate interests of COMERIO ERCOLE.

The use of corporate IT and telematics resources must be inspired by the principles of legality, diligence and fairness. Those who use company IT systems must adopt the internal rules aimed at avoiding unaware and/or incorrect behaviour that can cause damage to COMERIO ERCOLE, other work colleagues or commercial partners, in compliance with the indications provided by the competent corporate function. Personal computers, communication systems (fixed or mobile) and the related programs and/or applications entrusted by COMERIO ERCOLE to employees and/or collaborators are work tools.

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Therefore, they must be kept appropriately, they can only be used for professional purposes and not also for personal purposes, any thefts, damage or loss must be promptly reported to the competent corporate function. It is not allowed to download files in violation of copyright and industrial privative legislation and/or content of which is contrary to public order or morality and/or applicable regulations in force.


All files of external or uncertain origin, although relating to work, which can interfere with the company IT systems, must be subjected to the control and relative authorization for the use by the corporate function in charge. It is not allowed to use software and/or hardware tools to intercept, falsify, alter or suppress the content of communications and/or IT documents. Network units are areas of strictly professional information sharing and cannot in any way be used for different purposes.

COMERIO ERCOLE reserves the right to proceed with the removal of each file or application which will consider dangerous for the safety of the system or acquired or installed in violation of the Code of Ethics.

To those who use company IT systems, it is not allowed to navigate on sites whose content could represent for COMERIO ERCOLE the onset of one of the crimes of the species of those provided for by the Decree, as well as on those sites that can reveal political, religious opinions, union or the employee's sexual inclinations; participation, for non -professional reasons, is not allowed in forum, chat line, electronic message boards and in guest book also using pseudonyms (or nicknames), whose content is contrary to public order and morality.



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Not even temporary memorization of computer documents of an outrageous and/or discriminatory nature, for sex, age, language, religion, race, ethnic or national origin, disability, class, opinion and union belonging, is not allowed or such as to configure the commission of crimes of the species of those provided for by the Decree.

To all those who use the company information systems, it is not allowed to send or memorize messages (interior and external) of outrageous nature of the common moral and/or discriminatory sense for reasons of sex, age, language, religion, race, ethnic or national origin, invalidity, class, opinion and union and/or political belonging, or sexual orientation, nor is the use of the corporate e-mail address for participation in debates or forums, whose content is contrary to public order or morality allowed.

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Since, in the event of contractual and legal violations, both COMERIO ERCOLE and the individual employee and/or collaborator who uses the information systems, are potentially indictable with penalties, also of criminal nature, COMERIO ERCOLE will therefore verify, within the limits allowed by the legal standards and contracts, the compliance with the rules and integrity of one's computer system.


DATA AND INFORMATION PROCESSING

COMERIO ERCOLE guarantees, in accordance with the provisions of the law, the processing of personal and sensitive data relating to their employees and third parties according to the criteria provided for by current privacy regulations GDPR 679/16. Personal information is collected and stored only if it is necessary for legitimate purposes, the retention of the data takes place exclusively for the period of time provided for by the contractual procedures. Employees are required to reserve the personal data to which they become aware, the most appropriate processing to protect the legitimate expectations of the interested parties regarding their confidentiality, dignity and image.

The carrying out of the activity of COMERIO ERCOLE includes the acquisition, the preservation, the processing, the communication and the inside and outside circulation of documents, data and written, informatics, oral information. This information, acquired and processed by employees in the exercise of their duties, must be disclosed in full compliance with the obligations of diligence and loyalty that derive from the rules and employment contracts, as well as in compliance with the law in force.



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OBSERVANCE OF THE CODE

The observance of the norms of the Code of Ethics is essential part of the contractual obligations of the employees, as per articles 2104,2105 and 2106 of the Civil Code. In the contracts of collaboration with outside personnel the obligation to comply with the present Code is included.

The violation of the provisions of the Code of Ethics by the work providers constitutes default of the contractual obligations.

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The implementation of the principles contained in the Code of Ethics is entrusted to the BOARD OF DIRECTORS OF COMERIO ERCOLE, which has the task of:

- ensuring the utmost diffusion of the Code of Ethics between workers (employees and outside collaborators), clients and suppliers, giving the necessary explanatory support about the provisions included in it;
- arranging communication actions finalized to the best knowledge and fulfilment of the Code of Ethics;
- taking part to the definition of the standards and of the procedures in order to reduce the risk of violation of the Code of Ethics, co-operating with the competent functions;
- executing the necessary controls in case of notification about Code violation;
- periodically controlling the application of the Code of Ethics.


With the approval in COMERIO ERCOLE of the Model D.LGS 231, of which this Code of Ethics is an integral part, the supervisory body O.D.V COMERIO ERCOLE was established, which has to supervise the respect of the model D.LGS 231 and take care of its update.

This body has, among its duties, also to receive and evaluate the reports regarding behaviours in contrast with the Code of Ethics and to carry out, if it deems it appropriate, also the investigations of the case, maintaining maximum confidentiality in compliance with the legal and contractual rules.

Any information regarding the possible violation of the required principles must therefore be immediately reported to the O.D.V. supervisory body at the following special email address: **odv231@comercole.it** in order to guarantee the confidentiality of the reporting (Whistleblowing).



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The "whistleblowing" is a system of reports of violations, by the employee or a third interested party who has the courage to denounce corruptive acts or irregularities that he has become aware of, using independent channels to protect his identity, being put shelter from retaliation and discrimination, resulting from reporting.

Further reports can be delivered in a closed envelope and anonymous at the COMERIO ERCOLE registered office. Anonymous reports are allowed, even if the identification of the reporters is encouraged for the purpose of a better and more complete collection of information. In the event of reporting of attempted or occurred violation of the rules contained in the Code of Ethics, COMERIO ERCOLE will take care to protect in the workplace the one (if known) who made the report to the supervisory body, from any retaliation, illegal conditioning, inconveniences and discrimination of any kind.


Moreover, following the report, the company will promptly follow appropriate controls and any sanctioning measures. The OdV ascertains the violations of the Code of Ethics and communicates, with sufficient detail of information, the results to the Board of Directors of COMERIO ERCOLE, as employer, who adopts the measures or sanctions of the case in compliance with the CCNL and the laws in force. This Code of Ethics enters into force from the date of approval by the Board of Directors by fully replacing the previous one and publication is also given through its own website. Any change or update must be adopted with resolution of the Board of Directors of COMERIO ERCOLE and the changes will enter into force on the date of the resolution.

COMERIO ERCOLE, to protect its own image and to safeguard its own resources, will not entertain relationships of any kind with subjects, including customers, suppliers and commercial/industrial partners, who do not intend to operate in compliance with current legislation and/or refusing to behave according to the values and principles provided for by the Code of Ethics and by all the rules related.

Relations with the press, the means of communication and information also social and, more generally, the external interlocutors, must be entertained by expressly delegated subjects only, in accordance with the procedures adopted. Any request for news from the press or the media received by the COMERIO ERCOLE staff must be communicated to the company management.



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