

	SISTEMA DI GESTIONE INTEGRATO	Mod.04.03 Ed.02 Rev.00 Del 10.09.2020
	SOCIAL ACCOUNTABILITY POLICY	

NOTARO GROUP SERVIZI SRL has decided to adopt and implement a Social Accountability Management System, in compliance with the SA8000:2014 standard, integrated with the management system for quality, environment and safety adopted previously, and accepting the commitment to applying the principles of work ethics and rejecting all instances of inhumanity, exploitation, discrimination and unhealthiness in working conditions.

With this Policy, **NOTARO GROUP SERVIZI SRL** communicates, inside and outside the company, that it intends to operate with efficient and transparent methods to ensure continuous improvement of a socially and economically sustainable company management system. To this end, it accepts to comply with the requirements of the SA8000:2014 standard, and to comply with all national, international and other applicable laws as well as with any other requirements mentioned below.

In order to ensure efficient and effective application of the management system, **NOTARO GROUP SERVIZI SRL** shall involve all suppliers of goods, activities and services, asking them to accept the same commitment to social accountability and to comply with all the requirements of the reference standard.

Staff participation is also encouraged through the sharing of the requirements of the reference standard by means of information, communication, education and training initiatives.

The Management's goal is to ensure that both the internal working environment and the company supply chain comply with the following requirements and commitments regarding SA8000:

1. **Child and underage labour:** no underage workers should be employed in the company production cycle, and the age of each worker must be checked upon hiring.
2. **Forced and compulsory labour:** no form of forced or compulsory labour should be accepted and the employment of personnel against their will and/or under threat or coercion must be prohibited; it must also be prohibited to charge workers with commissions or costs related to their hiring - either partially or in full.
3. **Health & Safety:** full and timely compliance with all mandatory obligations regarding health and safety in the workplace and management in compliance with specific company procedures, according to the management system for workplace health and safety.
4. **Freedom of association and the right to collective employment bargaining:** observance of the right of all personnel to form, organise or participate in trade unions of their choice and to bargain collectively with the company, without this having any negative consequences or leading to retaliation; compliance with all the obligations required by the national collective bargaining agreement or industry agreements.
5. **Discrimination:** the company will not resort to or support any form of discrimination in its hiring, remuneration, access to training, promotion, termination of employment or retirement processes - based on race, national, territorial or social origin, caste, religion, disability, gender, sexual orientation, marital status, social affiliation, political opinion, age or any other condition that could give rise to discrimination. Any behaviour, gestures, language or physical contact of a sexual, threatening or exploitative nature are prohibited.
6. **Disciplinary measures:** the company does not resort to or encourage corporal punishment, mental or physical coercion and verbal abuse. Any disciplinary measures undertaken must be in accordance with law terms and the applicable National Collective Labour Agreement (CCNL) or Industry Agreements. The progressive penalties to be adopted are notified to workers by posting the company Disciplinary Code in easily accessible points where it can be consulted.
7. **Work hours:** compliance with weekly limit number of work days and holidays schedule, overtime work limits and all other legal requirements and the applicable national collective bargaining agreement or industry agreements regarding working hours.
8. **Remuneration:** The company guarantees that salaries comply with employment contracts, current legislation and the provisions of the national collective labour agreement or industry agreements.
9. **Management system:** creation and effective implementation of a Social Accountability Management System according to the SA8000:14 Standard, aimed at monitoring performance and at continuous improvement; timely implementation of corrective and preventive actions through the allocation of adequate resources by the Management.

The Management has promoted the establishment of a *Social Performance Team* (composed of one appointed representative of the Workers and one appointed representative of the Management, to ensure balanced powers), which has the authority and the necessary resources to monitor and ensure the compliance of the corporate system with the standard SA8000:2014.

Company staff and any parties concerned may contact the *Social Performance Team* to report any ethical-social issues.

Dialogue in the workplace is, in fact, a key factor for Social Accountability: to encourage it, the company has activated a communication system, available to the staff, for the management of reports on failed or incomplete application of the standard SA8000:2014.

The Management assesses, with periodic reviews, the effectiveness over time of the SA8000 Management System and the adequacy of its Social Accountability Policy through direct feedback from the parties involved, analysis of company monitoring results and internal audits.

A copy of this document must be posted in the company premises, sent to all parties concerned who request it or any parties whose involvement is deemed necessary for the purposes of the Social Accountability Management System, and published on the company's social network.

Campi Salentina (Le), 10.09.2020

NOTARO GROUP SERVIZI SRL
 The Management
