

COMPANY REGULATION

The Employer

Vando D'Angiolo

2	07/03/2018	Revisione Generale	RSI	HR-Del.di ADL	ADL
1	12/04/2017	Revisione Generale	RSI	HR- Del.di ADL	ADL
0	24/11/2016	Emissione	RSI	ADL	ADL

Rev.	Data	Descrizione	Redatto	Verificato	Approvato
------	------	-------------	---------	------------	-----------

1. PURPOSE

The purpose of these Regulations is to rationalize and detail the activities that are not dealt with, or little explicit in the applied CNLL (Stone sector).

It is an integral part of the corporate rules defined by national contracts and laws.

The Regulation aims to be a tool to prevent unwanted situations, constantly improve the efficiency of our organization and avoid waste of resources.

The Directors and the Function Managers supervise compliance with the Rules.

2. VISION AND VALUES

The goal of CAMPOLONGHI ITALIA S.p.A. it is to develop in harmony with its own environmental and social context.

We want to be a reliable and competent partner and partner for our Customers in order to guarantee ever better products and services that meet the explicit and implicit needs of the Customers themselves.

Thanks to this principle, CAMPOLONGHI ITALIA S.p.A., over the years has obtained the following certifications:

- UNI EN ISO 9001: 2008 - for quality and customer orientation;
- UNI EN ISO 14001: 2004 - for the respect of the Environment.

Our Company has prepared a Code of Ethics that represents our behavioral reference.

Specific indications on company policies on the environment, responsible use of energy, quality and customer orientation, protection of health and safety in the workplace and social responsibility are present in the documents of the Integrated Management System.

3 CONTRACTUAL ASPECTS

The employment relationship of all employees is governed by the National Labor Contract of the Stone Industry (CCNL) and by the second level contracting (Provincial). Those interested can view the documentation at the Personnel Office and can ask the company trade union representatives.

3.1 Framing

The contractual framework is defined on the basis of the provisions of the aforementioned contracts.

3.2 Remuneration

The remuneration is defined by the employment contracts according to the contractual framework.

Depending on the role held, a "supermin" can be granted.

Other "benefits" can also be recognized for specific temporary or permanent situations.

Compatibly with the economic performance of the market and the results obtained, each year are defined, by the provincial collective labor agreement, performance bonuses, times and methods of liquidation of the same.

3.3 Professional growth

The Company fosters the professional growth of its employees, taking into account the implementation of their knowledge, skills, attitudes and results achieved.

3.4 Holidays and permits

The company manages holidays and leave of all employees in compliance with the provisions of national collective bargaining, provincial and national legislation.

3.5 Illness and injury

In the event of illness, the worker must notify his hierarchical manager of the impossibility to go to work, as soon as possible and in any case within the time of the work shift he would have to fill. The worker must also provide the Personnel office with the protocol number of the disease certificate or in the absence of a medical certificate.

The worker is obliged to give immediate notice of any accident that occurs to him, even if minor, to his immediate superior and to promptly deliver to the Personnel Office all the documentation that has been issued to him by the Emergency Department or the doctor, so that the Company can proceed to all the obligations required by law.

The worker is also required to send the medical certificates to the employer certifying the start, the continuation and the recovery from the injury.

3.6 Infringement and disciplinary sanctions

The disciplinary infractions, the relative sanctions, as well as the procedures for contesting them, are regulated by the law and by the collective agreement.

3.7 Resignation and dismissal

The manner in which the worker may present his resignation, or the Employer resort to a dismissal (form, notice times, etc.) are governed by the National Labor Contract of the Stone Industry and by the relevant laws.

4.0 WORK ACTIVITY

4.1 Personal protective equipment (PPE)

Personnel must always use the PPE provided to them for the task performed in the cases provided for by law, safety procedures or the prescriptions of the company doctor.

4.2 Ordinary working hours

The ordinary work activity of the employees takes place, in general, according to the following differentiated timetable by job description and task.

Type of working time Break

Employees: 8:30 am - 12:30 pm and 2:00 pm - 6:00 pm

Day Workers: 7.30am - 12.00pm and 1.30pm - 5.00pm

In Turno

First round 6:00 - 14:00 Paid half-hour break included in the 8 hours per day

Second round 14:00 to 22:00

Employee work time is flexible in both entry and exit.

The working time of the individual offices or departments may differ from that indicated according to the specific needs of each office or department.

In any case, for the needs of work, or for the needs of the individual employee, individual and different hours of work can be agreed between the individual employee and his hierarchical superior compared to the normal working hours of the office.

During work, no worker can leave his place without justified reason or without authorization.

4.3 Extraordinary working hours

The company adopts the stone CCNL.

The Company tends to avoid the use of overtime by reducing it to cases of extreme necessity. However, in such cases the criterion of worker voluntariness is safeguarded, where possible.

The department head acknowledges the production needs, authorizing the extraordinary work and keeping in mind the preferences expressed by the workers.

5.0 GENERAL ACTIVITY MANAGEMENT

5.1 Internal communication

For communications and written notifications made by employees, three boxes were placed in the working departments.

The cassettes are an instrument adopted to guarantee, if desired, the anonymity of the employee who deems it appropriate. Subsequently the form is withdrawn and managed with a special procedure that guarantees confidentiality.

5.2 Compliance with regulations

The company complies with the rules on waste management, processing of personal data (privacy) and health and safety at work.