

# Gender Equality Strategy

## Area 1: Selection and hiring management

**Goal: Manage the selection and hiring of personnel in a systematic and uniform way**

Action: Adoption of the PROCEDURE FOR SELECTION AND RECRUITMENT MANAGEMENT (PPG01), which describes the selection and hiring methods aimed at preventing gender inequality and defines the tasks within the company in a clear and gender-neutral way. In carrying out personnel recruitment and selection activities, the Company guarantees equal opportunities in access to employment, without any discrimination for reasons of gender, nationality, religion, political opinion, personal and social conditions. The company also involves any suppliers and other stakeholders by sharing gender equality policies.

## Area 2: Roles

**Goal: Have an organizational chart and job description that respects gender equality and non-discriminatory language**

Action: Adoption of Revision 17 of the company organization chart, with the inclusion of the Manager of the Gender Equality Management System and the Gender Equality Steering Committee. The job description is already present and suitable.

## Area 3: Career management

**Goal: Manage career advancement systematically and not only upon request, with the adoption of a procedure managed by the HR Department and involving all function managers, who will adopt the same evaluation criteria**

Action: Adoption of the CAREER MANAGEMENT PROCEDURE (PPG03), which describes the management of career advancement in order to ensure non-discrimination and equal opportunities in professional development and promotions, basing them exclusively on professional skills and levels, as well as the monitoring of promotional actions and the transparency of the data relating to them. In particular, chapters 3 and 4 define the operating methods and criteria for deciding career advancement.

## Area 4: Pay equality

**Goal: Adoption of a procedure for the continuous monitoring of gender pay equality**

Action: Adoption of the PROCEDURE FOR THE MANAGEMENT OF WAGE EQUITY (PPG04), which guarantees wage and remuneration equality without any discrimination. A control mechanism is set up to avoid practices that do not correspond to the declared non-discriminatory policies, including salaries, benefits, bonuses, welfare programs.

## Area 5: Parenting and care

**Goal: Fully and systematically inform staff about the available paternity leave and permits and how to use them, to address the lack of awareness among male staff**

Action: the company uses the internal newsletter tool, shared monthly with all staff. The Marketing Department therefore plans to include information on paternity leave and permits and how to use them in the January 2024 newsletter, i.e. 10 days from birth and 5 months up to the child's thirteenth birthday.

**Goal: Monitoring and management of paternity leave at the birth of the child by the HR Department and the Department Managers, to address the lack of systematic control and management**

Action: Adoption of the PARENTHOOD AND CARE PROCEDURE (PPG5), which establishes the activation from January 2024 of the management and recording of the 10 days of paternity leave, in order to verify that they are used correctly and in accordance with company productivity.

**Goal: Activation of initiatives that valorise the experience of parenthood as a moment of acquisition of new skills for the benefit of the person and the company, and which protect the relationship between the person and the company before, during and after maternity/paternity**

Action: Adoption of the PARENTHOOD AND CARE PROCEDURE, which especially on chapter 3 describes specific strategies to promote engagement during leave such as access to training courses and frequent and regular interviews with their Managers, valorizing the experience of parenthood seen as a moment of acquisition of new skills, constructive discussion and realignment of mutual needs.

**Goal: Completely and systematically inform staff way about the tools to valorise parenting**

Action: Insert information in the internal newsletter about the tools made available for enhancing parenting

**Goal: Development of methods to help employees effectively manage their return to work and overcome any difficulties or uncertainties by using training modules appropriate to the role**

Action: Adoption of the PARENTHOOD AND CARE PROCEDURE, especially on chapter 4 describes specific strategies to support employees when rejoining the company after leave, such as the creation of reintegration plan, the immediate assignment of appropriate tasks and access to mentoring where available

**Goal: Fully and systematically inform staff about the tools for the efficient management of the return to work**

Action: Insert information in the internal newsletter on the tools made available for the effective management of the return to work

## Area 6: Work-life balance

**Goal: Analyze absenteeism data by gender to track staff satisfaction, whether they feel comfortable in their workplace and whether they will go there willingly, therefore being less inclined to stay away from work for long periods**

Action: Adoption of the PPROCEDURE FOR WORK-LIFE CONCILIATION (PPG6), which describes the actions implemented by the company to favor a healthy work-life balance, applied without distinction or discrimination to all staff

**Goal: Annually analyze via questionnaire the staff's level of satisfaction relating to work-life balance**

Action: As indicated in the PROCEDURE FOR WORK-LIFE BALANCE, the questionnaire will be distributed annually to staff and the results will be presented to the Steering Committee for Gender Equality, which will propose actions to be taken in the Strategic Plan for Gender Equality

**Goal: Adoption of services for female staff in addition to the already existing welfare**

Action: The BLU DONNA project provides additional welfare services dedicated only to female staff and aimed at improving work-life balance. It has been active since 2019 and sponsored by partners Sandra Ceccarelli and Stefania Montalti, and starting from 2024 it will expand into a larger container called METALLI NASCOSTI, sponsored by the company and including evenings dedicated to the presentation of the annual program as well as dialogue and reflection.

**Goal: Promote staff well-being by optimizing the company welfare program to make it increasingly targeted and usable by staff**

Action: Convene an assembly meeting with the Welfare Manager at least twice a year to explain to staff what the welfare program offers, how it works and how to use it. Send a satisfaction questionnaire at least once a year to monitor the satisfaction rate relating to the company welfare and the needs of employees,

**Goal: Promote the well-being of staff by proposing the carrying out of certain activities at the company headquarters, in order to increase free time outside working hours**

Action: The company gym activity was started in May 2023 and will be repeated throughout 2024. It takes place during the lunch break and is offered by the company to all staff who wish to join.

**Goal: Adoption of further services and activities that promote work-life balance**

Action: In the two-year period 2024/25, the activation of the company delivery boy and laundry service will be evaluated.

## Area 7: Prevention of abuse and harassment

**Goal: Activate a procedure for the management, monitoring and analysis of any phenomena relating to harassment and abuse**

Action: Adoption of the PROCEDURE FOR THE PREVENTION OF ABUSE AND HARASSMENT (PPG07), which defines the methods that the company adopts to manage and prevent events of this type, through 1) the establishment of a Whistleblowing channel pursuant to Legislative Decree. n. 24/2023 implementing European Directive No. 1937/2019, which provides for the sending of a report to an external or internal function of the company or 2) report to Doctor Enrica Severi, a psychologist external to the company who already manages the Psychological Support Service.

**Goal: Carry out an assessment of the risk of harassment and abuse on the current state of the company, in order to evaluate strategic actions**

Action: : In January 2024, a random questionnaire was sent to all women and staff with physical or psychological frailties, which will be followed by an analysis of the results within the first quarter of 2024 and the inclusion of the risk assessed in the company DVR.

**Goal: Adopt a zero tolerance policy towards abuse and harassment, fully informing staff of reporting channels.**

Action: Insert information on the zero tolerance policy towards abuse and harassment and the reporting channels in the internal newsletter.

## Area 8: Psychophysical well-being

**Goal: Promote the psychophysical well-being of employees**

Action: The company gym activity was started in May 2023 and will be repeated throughout 2024. It takes place during the lunch break and is offered by the company to all staff who wish to join.

Action: Organization of socialization moments for employees, including beautician and hairdressing services, provided with the collaboration of non-profit organizations in our area

**Goal: Promote socialization and dialogue among female employees**

Action: The BLU DONNA project provides additional welfare services dedicated only to female staff and aimed at improving work-life balance. It has been active since 2019 and sponsored by partners Sandra Ceccarelli and Stefania Montalti, and starting from 2024 it will expand into a larger container called METALLI NASCOSTI, sponsored by the company and including evenings dedicated to the presentation of the annual program as well as dialogue and reflection.

## Area 9: Training

**Goal: Training for department heads on gender equality issues, especially raising awareness on inclusive language and behavior and on strategies that favor female empowerment and the overcoming of gender stereotypes**

Azioni: The company has established a Committee responsible for the creation of the training plan for the 2025-26-27 three-year period. The piano was called ATHENA, in homage to the Greek goddess of wisdom and the owl that accompanies her, a symbol of knowledge, wisdom, perspicacity and learning. ATENA triples its legal obligations, providing 72 hours of training per employee. ATENA includes a first tranche of courses (called “Prologue”) starting in 2024, including the provision of a training course to Department Heads via the SKILLA online platform, entitled “How to support, disseminate and apply gender equity in your organization.”

**Goal: Training for all employees on gender equality issues, especially raising awareness on inclusive language and behavior and on strategies that encourage female empowerment and the overcoming of gender stereotypes**

Actions: Provision of a training event in the form of “Open Saturday”, aimed at company employees but also open to stakeholders such as suppliers, collaborators and other local actors to raise awareness in the community of the objective of gender equality and the emancipation of women and girls. The event will take place in November 2024 and will include the intervention of qualified speakers, moments of dialogue and moments of socialization with the collaboration of non-profit organizations in our area

Actions: Distribution of slides and other information materials on gender equality issues through the company newsletter. The material will always be accessible on the company website in a dedicated section, which will be frequently promoted through the various channels of internal company communication

## Area 10: Management System

**Goal: Annual calculation of KPIs and drafting of reports**

Azioni: The frequency and method of KPI analysis is indicated in chapter 1.5 of the Manual. Consider whether to carry out the calculation every six months to have greater control over the effectiveness of the Gender Equality Management System

**Goal: Improve the input data provided by the employment consultant, diversifying the statistics and reports by function as well as by level of qualifications**

Azioni: Complete diversified statistics by Q1 2024.

## Area 11: Communication

**Goal: Inform and raise awareness among employees on all issues of gender equality, including the Strategy and all policies adopted and actions undertaken by the company to achieve its goals**

Action: Sharing the policies in the company newsletter, sharing informational materials and establishing a dedicated section on the company website

Action: Preparation of a dedicated section on the company noticeboard.

Action: Drafting, distribution and dissemination in company premises through signage of a Gender Equality Decalogue adopted by the Company Management.

Action: Distribution of brochures, flyers, posters and other materials relating to gender equality issues as well as the Gender Equality Strategy and Decalogue

Action: Creation of a dedicated section on the company website, including information on all issues of gender equality, the policies adopted and the actions undertaken by the company in relation to them, as well as all documents such as the Gender Equality Strategy, Policy, Decalogue and Procedures

Action: Sharing information and informative materials on gender equality issues through the newsletter channel, focusing in the first quarter of 2024 on inclusive language, pregnancy management and improvement of corporate welfare

Action: Condivisione attraverso il canale newsletter di interviste alle donne di CEPI su tematiche inerenti la vita lavorativa e quella personale nonché i temi della parità di genere.

Action: Creation of a Whatsapp Community for employees aimed at sharing all information, materials and events relating to corporate welfare issues, including gender equality

Action: Encourage the sharing of reflections, feedback and participation in the creation of company activities regarding gender equality, through tools such as the newsletter, the suggestion box, evenings and dedicated workshops

**Goal: Inform and raise awareness among stakeholders on all issues of gender equality, including the Strategic Plan and all policies adopted and actions undertaken by the company to achieve its objectives**

Action: Sharing the Gender Equality Strategy, Policy and Decalogue with stakeholders, via corporate newsletter sent to a database of 6000+ contacts and/or via channels dedicated to Suppliers, Partners, Customers, Temporary Agencies...

Action: Sharing information on all gender equality issues with stakeholders via corporate newsletters and corporate social media, including the policies adopted and actions taken by the company to achieve its objectives

Action: Creation of a dedicated section on the website including the Gender Equality Strategy, Policy and Decalogue

Action: Distribution of surveys to the supply chain to evaluate its positioning regarding gender equality issues and encourage virtuous behavior.