



CODE OF ETHICS and Code of Conduct



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Identity

Preface: CEPI's Heart

At CEPI, doing business means choosing the footprint we want to leave on the world. This Code of Ethics translates our idea of sustainability into concrete actions: it is not a final destination, but a way of being that guides a solid growth, capable of regenerating itself and giving back value. At the center of our vision lies the 5Ps paradigm, a commitment that transforms integrity and respect into the beating heart of our technologies, our production, and every relationship we build.

We believe in a well-being that goes beyond the balance sheet to embrace people, the market, and the planet that hosts us. We wanted to formalize the bonds of our ecosystem and the transparency we owe to those who work with us, aiming for a business model that generates shared and lasting prosperity for the entire community. For us, positive impact is not an abstract concept, but a daily practice that defines the real value of our company.

The bond between innovation and responsibility is the compass with which we navigate the challenges of our time. This Code is our strategic roadmap: it reminds us that true competitiveness stems from the courage to address environmental and societal needs with foresight, ensuring that our every technological evolution is always at the service of a more sustainable future.



PEOPLE



PLANET



PARTNERSHIP



PROSPERITY



PEACE

Values: The 5 Ps of CEPI

The CEPI Code of Ethics is built around the 5 Ps of sustainable development, which encompass the goals of the 2030 Agenda adopted by the 193 UN member states. These goals reflect the values that have always been implicitly shared within CEPI, and which we wish to clearly articulate in this Code of Ethics.

- » **People** Heart of technology: we did not choose this tagline by chance. People are not only the driving force behind CEPI, but above all, they are its heart. The principle of giving back is a founding value of our work, translating into a concrete effort to leave a positive footprint on the communities and territories we work with. We protect the dignity, equality, and economic well-being of everyone involved, while ensuring care, active listening, and support.
- » **Planet** We have been called custodians of raw materials, and it is a title we take very seriously. We are committed to creating systems that preserve the properties of food with the same care we use to choose production materials and to protect the resources of our territory, which nurtures us all and which we intend to nurture in return. Environmental sustainability has always been a fundamental factor in our choices, and we pledge to implement all necessary processes to ensure that our technologies and services protect the planet's natural resources and future generations.
- » **Partnership** Long-lasting relationships for long-lasting projects. It is not only our machinery that enjoys a long life cycle, but also the relationships we build with employees, clients, suppliers, and all social parties influenced by our work. Our goal is to create bonds as strong as those crafted daily in our workshop, infused with mutual trust and transparency, and based on a shared sense of responsibility and a mutual desire to build together.
- » **Prosperity** Construction: this is our job, and this expertise allows us to envision a fair and secure future for everyone. It is our deepest conviction that this planet is rich in resources and opportunities that must be accessible to all. We believe it is our duty to contribute to equality among human beings regardless of gender, race, color, religion, disability, nationality, sexual orientation, or any other characteristic that might give rise to discriminatory behavior.
- » **Peace** A family-owned business, yet with an international outlook. A history of emigration, which is part of CEPI's heritage, has always naturally driven us to look beyond national borders. We create relationships of collaboration, understanding, and mutual growth with the countless partners we have nurtured across five continents. CEPI intends to continue promoting integration, sharing, and diversity, in the profound belief that peaceful relationships and mutual respect are key elements not only for the growth of our company, but for the future we are trying to build together.



Mission: Factory of Ideas

Born from the encounter between engineering vision and construction experience, CEPI has always been more than an industrial enterprise: it is a factory of ideas. This vocation for research and customization has been cultivated and shared over time by our management, who made it the beating heart of the sales and design departments.

Flexibility and pluralism are the roots of our growth: fundamental qualities that animate every aspect of our work and define our way of being in the market.

In this sense, our mission is articulated in:

- » **Engineering the tailor-made:** creating systems born to manage the entire production flow, from storage to dosing, with total customization.
- » **Driving technological evolution:** developing cutting-edge solutions capable of anticipating the challenges of a constantly changing global market.
- » **Designing for optimization and quality:** cutting energy consumption and the waste of raw materials, preserving the integrity and authentic flavor of every ingredient.
- » **Generating shared value:** putting at the center the talent of people, the strength of ideas, and the deep bond with our community and territory.
- » **Innovating for sustainable growth:** redefining industry standards through technologies that look to the future with responsibility and vision.

Sustainability: People, Planet, Governance

We deeply believe in the value of giving back: since our beginnings, we have been convinced that the people we work with must benefit from what we do. Working well for people and for the planet: CEPI aims to produce sustainable technologies that protect the environment and give back to the community we work with. Our commitment is to translate ethics and professional excellence into a concrete and daily corporate standard.

This document charts the course of our values and defines the shared goals to generate a positive impact on society. We analyze our every action through the lens of human rights and social, economic, and environmental responsibility, certain that the value of a company is measured by the quality of the future it contributes to building. It is a concrete promise we make to our people, to our partners, and to the ecosystem that hosts us.



Commitment and transparency

For a regenerative growth, we commit to:

- » **Measuring and Reporting:** Periodically evaluating governance, circularity, environmental impact, and workplace well-being, publishing an annual Sustainability Report to monitor progress.
- » **Planning Innovation:** Defining continuous strategic goals in operations, finance, and production, introducing concrete procedures to implement them.
- » **Ensuring Compliance and Value:** Rigorously respecting legal requirements and obtaining the necessary certifications to protect clients, suppliers, and the local community.
- » **Engaging the Ecosystem:** Making staff responsible for the social and environmental impact of their actions and encouraging commercial partners to adopt sustainable development policies.
- » **Constantly Evolving:** Analyzing the performance of our strategy to improve it and adapt it to every new challenge.

2

People



A Company Open to Everyone

CEPI does not discriminate in employment opportunities or practices. We guarantee equal opportunities at every stage of the professional path — from hiring to growth within the company — basing ourselves exclusively on merit and skills. We promote an environment that breaks down every barrier related to gender, orientation, origin, ability, or personal beliefs, ensuring that every aspect of work is guided by the principles of fairness and respect.

Gender equality

At CEPI, equality is not just a principle, but a daily practice integrated into our DNA. Our commitment, aligned with Goal 5 of the 2030 Agenda, aims to guarantee equal opportunities, pay equity, and a safe, inclusive work environment free from any form of discrimination or violence.

In April 2024, we obtained the UNI/PdR 125 certification, a milestone that confirms the strength of our strategy to close gender gaps and promote a lasting cultural change. This journey is articulated in distinctive actions:

- » **Our Decalogue:** A manifesto in 10 key areas — from career management to the prevention of abuse — which we share with partners and suppliers to build a value network based on respect and equality.
- » **Dedicated projects:** With programs such as Blu Donna (focused on work-life balance) and Metalli Nascosti (a gender equality initiative that implements activities compliant with the UNI/PdR 125 standard), we offer concrete tools for support and professional growth for our female collaborators.
- » **Culture and Awareness:** Through initiatives like La Metalmeccaniche (a series of interviews created to enhance stories, diversity, and ideas) we give voice to the stories and talent of women in the company. We also collaborate with local organizations such as the Centro Donna to raise awareness among our staff on combating gender-based violence.

We believe that talent has no gender. For this reason, we work every day to ensure that every person in CEPI can express their potential in a fair, protected, and rewarding context.



Corporate Welfare

At CEPI, well-being is not a set of benefits, but the heart of our identity and the engine of our growth. We believe in a business model where people are the center of the strategy, investing every day to build a fair, collaborative, and sustainable environment.

Our approach is based on close collaborations with the Third Sector and local organizations, transforming welfare into a multiplied value for the entire community. Through innovative tools such as the Welfare Desk and Shared HR, we guarantee personalized support that combines professional management, psychological listening, and relational well-being strategies.

Beyond contractual protections, our program offers tailor-made solutions accessible through the Welfare X digital platform:

- » **Health and Prevention:** supplementary healthcare, psychological support, and check-ups in partnership with centers of excellence.
- » **Balance and Social Life:** initiatives for work-life balance, flexible productivity bonuses, and recreational areas equipped for sports and sharing.
- » **Growth and the Future:** continuous training paths, support for education, and family services.

For us, promoting individual well-being means strengthening the cohesion and resilience of the entire company.

Health and safety at work

All our processes in the offices and factories have been certified according to the UNI ISO 45001 Occupational Health and Safety standard.

At CEPI, this topic is not just prevention but corporate culture: safety, health, and training are a daily commitment, founded on over twenty years of growth and innovation. The HSE team, composed of three dedicated figures together with twenty supervisors, oversees processes that protect 172 employees. The strongly protective approach in the three HSE areas (Health, Safety, and Environment) is pursued not only for compliance with legal terms but above all to implement improvements and innovations; this operational model, alive and continuously evolving, is divided into five key phases: analysis, verification, risk assessment, corrective actions, and continuous improvement.

Zero Tolerance against Discrimination and Harassment

CEPI strictly prohibits any form of discrimination, mobbing (or abuse), and harassment (including sexual harassment) in the workplace, and is committed to protecting staff whenever such phenomena occur, including protection from retaliation. CEPI is also committed to providing impartial, confidential, and protected reporting channels, encouraging and facilitating the reporting of any form of violence.

CEPI also strictly prohibits the use of any form of language that is offensive to a person's humanity or damaging to their dignity by reason of sex or gender, religion, race or ethnicity, sexual orientation, disability, age, marital status, political opinions, citizenship status, or any other characteristic protected by applicable laws.

Reporting channels

The company provides two channels for reporting any phenomenon of a harassing, discriminatory, or abusive nature:

- » **The Whistleblowing Platform** on the company website cepisilos.com for reporting violations and irregularities including harassment, discrimination, and mobbing. The platform is set up in accordance with Legislative Decree no. 24/2023 implementing European Directive No. 1937/2019, and guarantees the management of reports by a third-party and impartial body with respect to the company;
- » **Dr. Enrica Severi**, an external psychologist already in charge of the Listening Desk, who also guarantees an impartial and confidential management of any report. You can contact Dr. Severi at the address enrica.severi@gmail.com



Prevention of Conflicts of Interest

At CEPI, integrity guides every professional decision. Every collaborator is required to operate in the exclusive interest of the company, avoiding situations where personal or family interests might interfere with the impartiality of their duties. Should a potential conflict arise, even if only apparent, the person concerned is required to promptly report it to their managers to ensure maximum transparency and protection of the company's reputation.

Protection of Corporate Assets

CEPI's assets — from production technologies to engineering know-how, up to digital devices — are the fruit of our work and our history. Every employee and collaborator is responsible for the custody and correct use of company assets, both tangible and intangible. These resources must be used exclusively for professional purposes, in compliance with safety procedures and our vision of sustainability, preserving their value over time.

Integrity and Human Rights

We promote decent work as a pillar of our activity and our value chain. We reject child and forced labor, ensuring that every collaboration of ours — direct or indirect — strictly respects international conventions and the fundamental rights of the individual. There is no innovation without respect for human dignity.

3

Production



A Sustainable Home

We designed our headquarters as a concrete expression of self-sufficiency and responsibility. Thanks to a 430 kW/h photovoltaic system, heat and rainwater recovery systems, and high-efficiency insulation, we reduce environmental impact while protecting workers' health. Our circular vision guides every choice: from engagement projects like "Luoghi Comuni" (Common Places) to the virtuous recycling of the RiVending program, while simultaneously promoting workers' health through air filtration technologies and electric mobility.

We undertake the strategic commitment to constantly measure and improve our energy and management parameters. We do not consider the current features — from heat pumps to low thermal exchange glass windows — as a static goal, but as a base for continuous evolution. This rigorous monitoring allows us to transform the workplace into a resilient ecosystem, capable of generating increasing value for people and the planet.

Bulk-handling conCEPito: Circular Efficiency

We commit to transforming bulk-handling — the storage, transport, and dosing of bulk raw materials — into a pillar of industrial responsibility. For us, managing unpackaged materials is not just a technical challenge, but an ethical choice: we design systems that go beyond the "produce and dispose" model, actively guiding our partners toward a true circular transition.

We want every system to be a lasting and conscious investment. For this reason, we intentionally focus on modularity, flexibility, and materials of the highest quality, chosen not only for their durability over time, but also for their full recyclability. We involve the client in an organic and resilient design, certain that true excellence stems from the union of food safety, operational efficiency, and deep respect for the planet's resources.



Revamping: New Life for Systems

Revamping is the concrete expression of our circular vision: we regenerate existing systems to extend their useful life beyond 30 years, transforming obsolescence into opportunity. This practice is made possible by our design method, based on a deep analysis of the production process involving every department, from technical to marketing, guaranteeing an organic and resilient vision.

We update and optimize structures that would otherwise be decommissioned, integrating them with the latest digital and mechanical innovations. For CEPI, giving back value to a system is not just a technical service, but an environmental responsibility: we reduce waste and ensure that every technology remains flexible and ready for future challenges, promoting a truly long-lasting business model.

Circularity

Circularity is a pillar of our production. We measure our impact with the Ellen MacArthur Foundation method, obtaining in 2022 a score of 0.7 out of 1: an excellent result that confirms our resilience even in the face of market and raw material instabilities. Monitoring this index is a strategic choice to govern the supply chain in an ethical and transparent way, with the aim of constantly raising this score as a goal for continuous improvement.

In the following years, we increased the use of regenerated materials and optimized the recovery of processing waste to further raise our performance. Today, our systems reflect a virtuous production model: 83% of materials can be sent for reuse, 15% for recycling, and only 2% for disposal, with an overall recycling efficiency of 84%.

From Waste to Resource

At CEPI, waste is conceived as a resource: we adopt a rigorous control over steel, wood, and electrical cables to favor their reinsertion into new supply chains. An independent analysis from 2023 confirms our excellence in circularity, with recovery percentages higher than national averages and revenues that exceed management costs.

Our strategic goal is the constant measurement of flows and the development of new logistical solutions to minimize the impact of transport. Our vision also integrates solidarity: through the Waste Recovery project with CavaRei (a social enterprise that promotes the inclusion of people with disabilities and vulnerabilities), we transform PVC into regenerated products, offering job opportunities to people in situations of fragility. For us, closing the material cycle means opening new possibilities for society and the territory.

For a complete view of our guidelines, we invite you to consult the detailed analysis in the Corporate Code of Conduct.

Sustainable Mobility

We commit to reducing the environmental impact related to daily travel by actively promoting shared mobility and the use of public transport. In this light, we have started a strategic collaboration with Start Romagna to enhance connections at our headquarters, facilitating the transport of employees and students. Our vision aims at the constant development of carpooling solutions and logistical infrastructures that transform mobility into a conscious choice, coherent with our model of territorial sustainability.

Technical Excellence and Certifications

We build and supply protection systems compliant with the standards EN ISO 80079-36:2016, EN ISO 80079-37:2016, and EN 15089:2009, which guarantee isolation against the propagation of explosion and fire and comply with the ATEX Directive.

Air filtration systems

We design and supply multiple dynamic dedusting filters and high-efficiency static filters and other air treatment solutions specifically studied for the food and chemical industry.

Welded structures

We design and manufacture welded steel structures in compliance with the standard EN 1090-1:2012 – EN 1090-2:2018.



4

Ecosystem

Value in the Supply Chain

CEPI bases relationships with its commercial partners on principles of fairness, transparency, and loyalty, promoting a cooperation model aimed at preventing any form of dependency or information asymmetry. We consider our suppliers as strategic partners with whom to share knowledge and skills to foster mutual growth and the creation of long-lasting value along the entire supply chain.

The selection of suppliers takes place through objective processes based on impartiality and confidentiality, guaranteeing every operator equal opportunities based on criteria of quality, innovation, and cost-effectiveness. In addition to technical requirements, our evaluation process integrates rigorous ethical and sustainability standards:

- » **Human Rights and Labor:** We demand absolute respect for occupational health and safety regulations, the rejection of any form of exploitation, and the guarantee of decent conditions for workers
- » **Environmental Responsibility:** We favor partners who demonstrate a concrete commitment to reducing environmental impacts and adopting circular economy practices, in line with our decarbonization goals
- » **Ethics and Compliance:** We promote the fight against corruption and compliance with current regulations, requiring adherence to the principles of conduct expressed in this Code. We commit to constantly monitoring and developing these standards, convinced that a responsible supply chain is the indispensable prerequisite to guarantee the quality of our systems and respect for the community and the planet.

For a complete view of our guidelines, we invite you to consult the detailed analysis in the Corporate Code of Conduct.



Market Integrity and Fair Competition

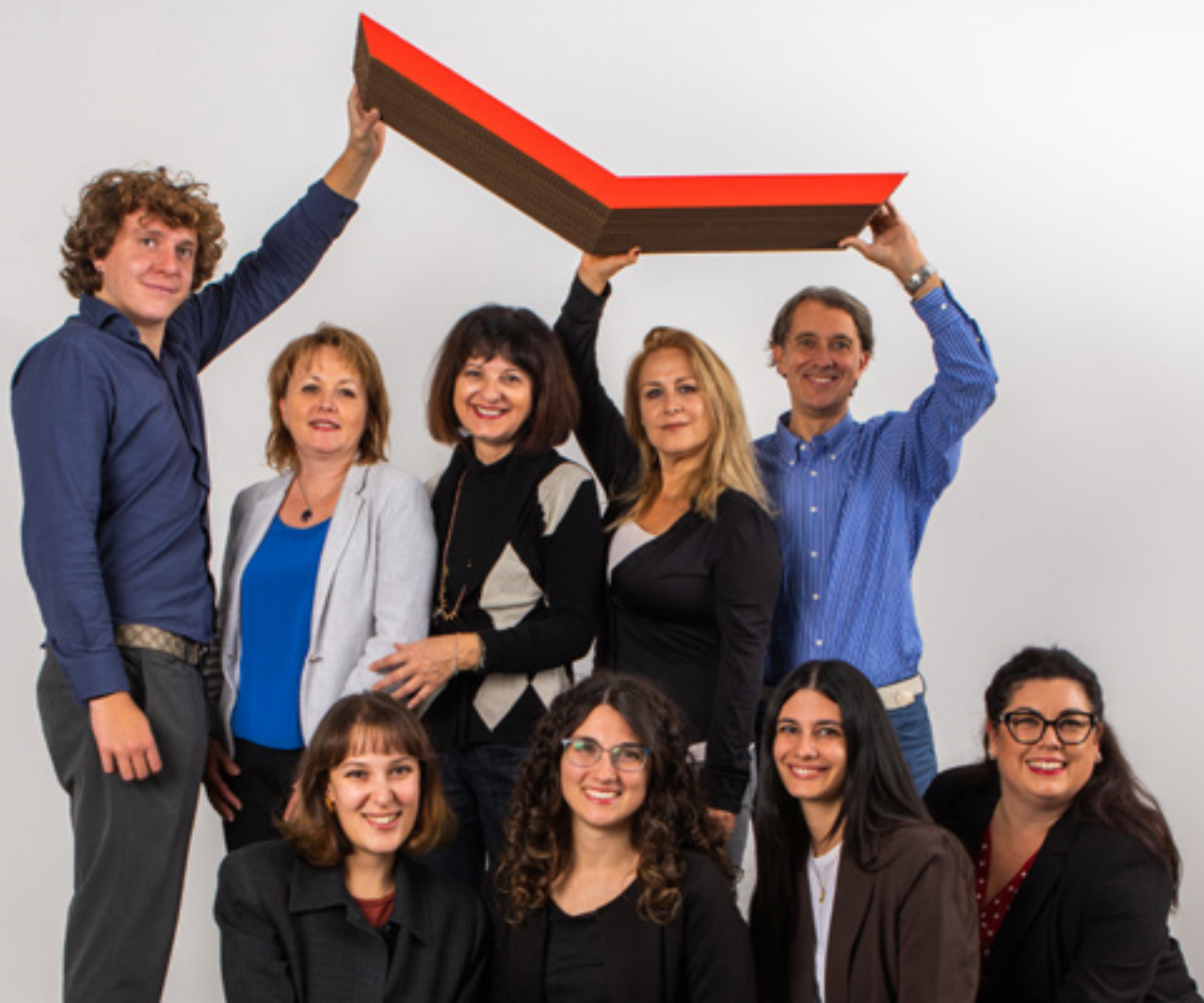
CEPI recognizes free and fair competition as a fundamental engine for innovation, technological development, and the maximum protection of its clients. We commit to operating on the global market with absolute rigor, respecting not only the letter but also the spirit of Antitrust regulations and the directives of the Competition Authorities in every reference jurisdiction. Our conduct is inspired by the highest standards of commercial fairness:

- » **Strategic Autonomy:** We act in total independence, shunning any form of agreement, collusion, or exchange of sensitive information that could alter competitive dynamics or harm the balance of the market.
- » **Competitive Fairness:** We reject any practice that could be configured as an abuse of a dominant position or aimed at improperly limiting the market access of other operators.
- » **Communicative Transparency:** Our communication and marketing reflect the real value of our solutions. We commit to disseminating truthful, transparent, and objective information, refraining from denigratory comparisons or conduct that could unfairly damage the reputation of competitors.

We believe that CEPI's success must derive exclusively from the quality of our work and our capacity for innovation. Therefore, the measurement and development of our competitive advantage are pursued only through merit and integrity, promoting a healthy and resilient business ecosystem.

Culture of Legality and Transparency

For CEPI, operating in compliance with the rules is the foundation of every relationship. Our commitment is confirmed by the Legality Rating assigned by the AGCM, which officially certifies the integrity, management correctness, and ethics that guide our every choice. We extend this rigor to our entire supply chain: we select our partners through accurate due diligence processes, ensuring that every collaboration reflects our high standards of transparency and compliance.



Ethics in Institutional Relations

CEPI bases its relationships with the Public Administration and Institutions, both national and international, on the principles of fairness, independence, and transparency. We operate exclusively within a context of full legitimacy, actively collaborating with supervisory authorities and guaranteeing truthful, complete, and timely information flows.

The management of such relations is reserved exclusively for authorized individuals, according to corporate procedures that ensure the traceability of every interaction. In particular:

- » **Integrity and Anti-Corruption:** We categorically prohibit any form of pressure, agreement, or giving aimed at influencing official acts or obtaining undue advantages. Our conduct rejects any corrupt practice, both direct and indirect.
- » **Transparency in Funding:** We guarantee the absolute truthfulness of the documentation submitted to access public funds or concessions. We commit to allocating every contribution or funding received exclusively to the purposes for which it was granted, monitoring its use with rigor.
- » **Institutional Cooperation:** We provide the maximum collaboration to control bodies, ensuring that every social or technical communication faithfully reflects the company's reality.

Financial Transparency and Banking Relations

CEPI bases its relationships with credit institutions on maximum transparency and mutual correctness. Every financial operation is managed according to criteria of rigor and traceability, guaranteeing truthful and complete information flows regarding our economic and financial situation.

- » **Information Integrity:** We commit to providing truthful, timely, and complete information regarding our economic and financial situation, which is essential for a correct assessment of creditworthiness.
- » **Anti-Money Laundering and Compliance:** We reject and counter any operation that could be configured as money laundering or the use of proceeds from illicit activities, acting in full compliance with national and international regulations.
- » **Financial Sustainability:** We consider financial balance a strategic goal not only for company growth, but as a guarantee of stability for our employees, partners, and the entire value chain.

The constant monitoring of our financial reliability is an ethical commitment for us toward the market and an essential foundation for the development of healthy and long-lasting investment projects.

Transparency Confidentiality, Privacy, and Information Transparency

CEPI protects information assets and the right to confidentiality of every data subject as pillars of its integrity. We manage personal data through rigorous procedures based on risk analysis, preventing any improper or unauthorized use in full compliance with current regulations.

- » **Data Protection:** We collect only relevant and necessary information, guaranteeing informed consent and strictly prohibiting any investigation into the private sphere or opinions of employees and collaborators. Access to data is limited only to authorized subjects and tracked with advanced security systems.
- » **Communication Integrity:** Every corporate interaction, both internal and external, responds to criteria of clarity, timeliness, and completeness. We reject the dissemination of false or misleading information, ensuring that every contract or assignment is formulated with transparent definitions of mutual obligations
- » **Management Reliability:** Financial and accounting information is truthful, accurate, and fully traceable. In communication toward the market and the media, we guarantee maximum corporate transparency, while simultaneously safeguarding industrial secrets and technological know-how.

We undertake the strategic commitment to constantly develop our protection systems and to monitor the quality of information flows, so that transparency remains the primary tool to allow every stakeholder to make conscious decisions.



5

Giving back

Local community

Our support for the local community combines training, inclusion, and research. Since 2015, we honor our history with scholarships and internships for young local talents, while the scientific partnership with the University of Bologna guides innovation on development and materials. Alongside technical progress, we combine an active social responsibility: through a dedicated budget and collaboration with our social partners, we finance solidarity projects and educational paths for vulnerable groups, transforming economic value into a positive impact for the community and the environment. For years, we have employed disabled personnel in excess of the obligations set by law 68/99.

Our community is our first strategic partner. We commit to promoting a generative development model, where the growth of CEPI directly contributes to social well-being and the dissemination of knowledge.

University of Bologna

A strategic partnership focused on applied research and engineering innovation. We collaborate for the development of theses on the circular economy, mechanical projects, and advanced analysis on the resistance of materials, integrating the study of flows with the optimization of the production layout. This synergy allows us to transform academic skills into concrete technological solutions for the global food industry.

Schools and other local training institutions

We invest in the future of young talents by offering paths for stages, internships, and professional guidance in collaboration with local technical institutes. In addition to sharing technical knowledge, we actively support local schools through scholarships and the donation of specialized equipment. Our goal is to create a solid bridge between the world of education and the world of work, enhancing the excellence of the district.

Altremani

A decade-long collaboration born to encourage the social redemption of inmates at the Forlì Prison through work. CEPI is a founding member of the Social Enterprise and has started professional welding (MIG and TIG), carpentry, and assembly workshops inside the prison. We commission artistic artifacts and technical components, transforming the sentence period into a path of excellent training that restores dignity and skill.



Ior (Istituto Oncologico Romagnolo)

We stand alongside IOR to support excellent scientific research and free assistance services in our territory. We actively participate in awareness campaigns, convinced that corporate responsibility must include the protection of public health. Our contribution aims to strengthen a solidarity network that guarantees cutting-edge treatment and psychological support to patients and their families throughout Romagna.

Consorzio di Solidarietà Sociale Forlì-Cesena

We manage our welfare program in partnership with this local organization to guarantee maximum transparency and personalized support. We have developed a “shared HR” model that includes the Welfare Desk, psychological assistance, and targeted projects like BLU DONNA, dedicated to work-life balance. This collaboration transforms corporate well-being into a multiplied value, thanks to a professional management deeply rooted in the third sector.

Cavarei

Together with this social enterprise that offers services for people with disabilities and vulnerabilities through occupational paths and independent living projects, we transform industrial PVC waste into a resource, creating regenerated bags and accessories in their solidarity workshop. We involve their “drink truck” in our corporate events and entrust the decoration of our offices during the holidays to the creativity of their youth. For CEPI, closing the material cycle means opening concrete job opportunities for people with different abilities or in situations of fragility.

Ospedali Privati Forlì

We promote the culture of prevention and offer our employees direct access to specialized healthcare services through the supplementary health fund EBM Salute. The partnership with OPF guarantees rapid check-ups, medical consultations, and health training courses directly within the company. We consider quality healthcare a fundamental pillar of our welfare, essential to protect the integrity and peace of mind of our people.

Festival del Buon Vivere

We actively support this event as a laboratory for culture and social cohesion. On the occasion of our 40th anniversary, we promoted a round table on civil economy with the participation of Prof. Stefano Zamagni (an internationally renowned economist and professor, theorist of civil economy and former President of the Pontifical Academy of Social Sciences), reflecting on how local roots and entrepreneurial innovativeness can generate open and participatory development models.

6

In closing



Our Commitment: A Future to Build Together

We have chosen to formalize our values to make explicit the bond that unites us to the world. For CEPI, ethics is the essential condition for innovation: there is no technological progress without human respect and environmental responsibility. This document is our solemn promise to operate with integrity, protecting the ecosystem that hosts us and valuing the talent that makes us grow. It is our map for a sustainable future, to be built together, one idea and one system at a time.

Doing business, for us, means being accountable for what we create. With this Code, we confirm our commitment to future generations, to our land, and to anyone who crosses CEPI's path. Every bolt tightened, every system designed, and every handshake are guided by the will to leave a positive footprint. This is our way of honoring our history and designing a new one, where production excellence and ethical consistency are inseparable. The future is a responsibility we assume with pride.

These pages represent a call to a shared commitment, a pact we make with anyone who crosses our path. We are convinced that real value is built together, day after day, uniting the excellence of work with the clarity of intents. We assume with pride the challenge of designing tomorrow.

Thank you for accompanying us on this journey.

This Code of Ethics is approved by CEPI's Board of Directors and is binding for all those who operate in the name and on behalf of the company.



heart of technology



CODE PF CONDUCT



Guidelines of Conduct for Employee Personnel

In CEPI, the excellence of our systems stems from the quality of our organization. These guidelines summarize the daily good practices that allow each of us to operate in a serene, efficient, and safe environment.

1. Reference Persons

The Department Heads are your first interlocutors for any need or unforeseen event. Their guidance ensures fluidity in the work and rapid responses to your needs. The complete organizational chart is available on the Bulletin Board of the ZConnect App.

2. Time Management and Attendance

Respect for time is a form of respect toward colleagues.

- » **Hours:** Workshop (7:30–12:00 / 13:00–16:30); Offices (8:00–12:00 / 13:30–17:30)
- » **Badge Use:** It is the sole tool for access (employee entrance) and for mandatory clocking (attendance and lunch break). Take care of it and report any malfunctions to the IT office. The use of the App is reserved for extraordinary cases.
- » **Flexibility and Overtime:** Entry flexibility is provided; exit flexibility must be agreed upon with the Department Head for extraordinary reasons. Overtime must always be authorized in advance. For more information, we invite you to consult the Corporate Policy on work-life balance.
- » **Breaks:** There are two 10-minute breaks per day (one in the morning and one in the afternoon), which also include any coffee or cigarette breaks. The taking of breaks must not cause disturbance and/or inconvenience to the organization of work.

3. Digital and Physical Communication

- » **ZConnect App:** It is the main tool to manage holidays, leaves, and clockings.
- » **Let's stay in touch:** Consult the App Bulletin Board, the physical bulletin boards (canteen and workshop), the email bacheca@cepisilos.com, or the corporate WhatsApp channel (+39 375 834 9481).

4. Relations and Roles in the Company

- » **Culture of Respect:** Collaborate with colleagues in the sign of mutual respect, in harmony with our Policy against discrimination.
- » **Your Contribution:** Carry out your activities following the company Job Description, fundamental for the team's efficiency (available on the company server at the path: \srvut\Manualistica\01_MANSIONARI UFFICIALI).

5. Ethics, Inclusion, and Gender Equality

We promote an environment where fairness is central. Our commitment is defined by the Policy for Gender Equality and the related Strategic Plan and Decalogue:

- » **Zero Tolerance:** Any form of discrimination, mobbing, harassment, or offensive language is prohibited.
- » **Reports:** To report non-compliant behaviors in total safety, follow the instructions of the Policy against discrimination.
- » **Guidelines:** We ask you to be familiar with the policies on discrimination, work-life balance, career, leaves, and company relations available on ZConnect.

6. Absences, Holidays, and Sickness

- » **Planning:** Always agree on holidays with the Department Head for a correct organization of workloads
- » **Sickness:** Inform us within the first day of absence by communicating the protocol number of the medical certificate, if possible before the start of the work shift and in any case within the first day of absence.

7. Health and Safety

Safety is a collective commitment certified ISO 45001:

- » **Respect current regulations regarding safety at work and always wear the provided PPE before the start of the shift.**
- » **Standards and Procedures:** To know your rights and duties in detail, we invite you to consult the Safety Handbook, the Health and Safety Policy, and the Safety Organizational Chart always available on the Bulletin Board of the ZConnect App.

8. Injury Management

Your safety is our priority. In the event of a traumatic incident:

- » **Immediate notification:** Inform your Department Head immediately, even for minor events and even if they allow the continuity of work activity. Internal communication: The Department Head will inform the Human Resources Office as a priority.
- » **Medical Assistance:** If you go to the Emergency Room, communicate the outcome and promptly send the certificate to the Human Resources Office so that it can proceed with notifications/reports within the terms of the law.

9. Well-being and Corporate Desks

The Corporate Welfare program is coordinated by the Shared HR function.

- » **Welfare Desk:** For benefits and services (Contact person: Alessandro Tassinari)
- » **Listening Desk:** Psychological counseling (Contact person: Dr. Enrica Severi).
- » **Rules:** Access to the desks is considered personal time (requires clocking out or using the break). Consult the Welfare Handbook and the Policy for Corporate Relations for all details.

10. Welfare Policy

The Corporate Welfare program is coordinated by the Shared HR function. For any questions, clarification, or to learn more about the available services, you can contact the Human Resources Office or the Welfare Managers.

- » **Details:** The complete list of services and access procedures can be found in the Welfare Handbook on ZConnect.

11. Common Spaces: Canteen and Refreshment Areas

- » **Canteen Hours:** Open from 12:00 to 14:00. Eating meals is allowed only here (prohibited in the office or department).
- » **Hygiene and Decorum:** Do not leave residues or dirty dishes; use the dedicated organic waste bins.
- » **Always Accessible:** Refrigerator and water are available on the landing outside the room.

12. Resource Management and Work Environment

- » **Workstation:** Maintain order and care of equipment and common rooms.
- » **Waste:** Correctly separate waste using the appropriate bins. Use the RiVending bins for cups and stirrers from the vending machines.
- » **Smoking:** Allowed only in the dedicated outdoor areas. Prohibited in closed rooms and near emergency exits.

13. Work Tools and Technology

To guarantee maximum concentration and safety, especially in the workshop and on construction sites:

- » **Smartphone:** To avoid dangerous distractions in the work environment, the use of private cell phones is suspended during work. For emergencies, your family members can contact the switchboard (0543 940514).
- » **Internet and company email:** These are company resources dedicated exclusively to professional activities.

14. Mobility and Company Vehicles

- » **Parking:** Park only within the lines, leaving walkways and reserved spaces free (disabled people, visitors, electric charging stations). Medical needs for parking must be communicated to the Occupational Doctor.
- » **Circulation:** Respect the driving direction and horizontal signage at entry and exit. Common sense while driving protects the safety of all colleagues.
- » **Company vehicles:** Always fill out the logbook (KM and faults) and drive responsibly. Business trips follow specific safety procedures.

15. Recreational Activities (CRAL and Sport)

- » **Ping Pong:** Usable in the canteen (12:00-14:00) without disturbing the work of others
- » **Company Gym:** Access upon registration and submission of the required medical certificates. The activity takes place outside working hours, so remember to clock out.
- » **Basketball Area:** Access upon signing the waiver to be delivered to the Safety Office and in compliance with the relative Rules of Use for the Basketball Area.
- » **CRAL and Vegetable Garden:** Managed by volunteers to foster social relations between colleagues.

Reference documentation

All the documents and policies we referred to in these regulations are always at your disposal. You can consult them at any time on the Bulletin Board of the ZConnect App, where you will find the complete and updated version of every corporate regulation.

- » Company organizational chart
- » Safety organizational chart
- » Safety Handbook
- » Health and Safety Policy
- » Welfare Handbook
- » Gender Equality Policy
- » Strategic Plan for Gender Equality
- » Decalogue for Gender Equality
- » Policy against harassment and discrimination
- » Work-life balance policy
- » Career management policy
- » Involvement during leave and return management
- » Policy for Corporate Relations
- » Rules of use for the Basketball Area