



Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	<b>Techbau</b>  Engineering & Construction
Revision: <b>2</b>	Page / of <b>1</b>	Title: <b>Code of Ethics and Behaviour</b>	

# PRO-Q-018


## CODE OF ETHICS AND CONDUCT

2	08.10.2019	General review	Albani	Marchiori
1	08.10.2018	Insertion of new company clothing provisions	Osini	Marchiori
0	01.03.2016	First issue - General Rev.	Osini	Marchiori
<b>REV.</b>	<b>DATE</b>	<b>DESCRIPTION OF THE CHANGES</b>	<b>PREPARED</b>	<b>CHECKED AND APPROVED</b>

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>2</b>	Title: <b>Code of Ethics and Behaviour</b>	

## Index

1.	PURPOSE AND FIELD OF APPLICATION .....	3
2.	ACRONYMS AND ABBREVIATIONS.....	3
3.	REFERENCE FORMS .....	3
4.	GENERAL PROVISIONS .....	3
5.	CORPORATE ORGANIZATIONAL CHART .....	3
6.	WORKING HOURS .....	3
6.1	Offices.....	3
6.2	Construction sites, branch offices and foreign offices.....	4
6.3	Time table delivery and reimbursement of expenses.....	4
6.4	Distribution of working hours and overtime .....	5
7.	CHANGES IN WORKING HOURS .....	5
8.	ABSENCES.....	5
8.1	Holidays and Permits.....	5
8.2	Disease .....	5
8.3	Injury .....	6
8.4	.Parental leave.....	6
9.	DOMICILE MUTATION, TELEPHONE RECAPTION and IBAN .....	6
10.	CORPORATE BEHAVIOUR .....	6
11.	CODE OF CONDUCT VIOLATIONS .....	10
12.	REPORTING MANAGEMENT .....	12
12.1	Forwarding the report .....	12
12.2	Safeguarding the reporting person.....	12
	Foreword.....	12
	Archiving.....	12
	Art. 98.....	13
	Absences) .....	13
	Art. 99.....	14
	(Disciplinary measures).....	14
	Art. 100 (Redundancies) .....	14

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>3</b>	Title: <b>Code of Ethics and Behaviour</b>	

## 1. PURPOSE AND FIELD OF APPLICATION

This procedure applies to all employees of Techbau, at any level, and to all those who, directly and indirectly, permanently and temporarily interact with Techbau's office and site activities.

The principles and contents of this code are illustrative specifications of the obligations of diligence, loyalty and impartiality, which qualify the correct performance of the work.

## 2. ACRONYMS AND ABBREVIATIONS

**CEO:** Chief Executive Officer

**CFO:** Chief Financial Officer

**HR:** Human Resources

## 3. REFERENCE FORMS

- Module MOD-034 Expense note
- Module MOD-049 Hours
- Instruction IST-Q-003 WEB INFOPOINT User Manual

## 4. GENERAL PROVISIONS

All subjects, whether they are in top management positions, or employees or external consultants and collaborators, suppliers and business partners, are required to comply with the contents of these regulations to ensure compliance with the rights and obligations arising from the employment relationship in pursuing the company's objectives and in all relations with persons and entities inside and outside the Company.

It requires behaviour based on respect for the law, honesty, loyalty and fairness towards society and transparency.

Violations of the disciplinary rules indicated in these internal company regulations will result in the application of sanctions as per art. 7 Law 300/70, and art. 98-99-100 of the CCNL Edili Industria applied, of which an extract is given in the appendix to this procedure.

## 5. FLOW CHART


The subdivision of the internal staff, by offices and responsibilities, is highlighted in the company organization chart, which is always available and can be consulted both on the company notice board and on the web at the following path: <X:\TECHBAU\PROJECT\System Documents>

## 6. WORKING HOURS

### 6.1 Offices

All personnel, unless expressly permitted exceptions, must certify their presence at the Techbau offices by stamping every entry and exit from the headquarters, using the assigned personal badge. In case of absence of one or more stamps, the justification must be made through the presence detection program that must be authorized by your manager to certify the start of work at the scheduled time.

For Managers and Executives, only one stamp will be sufficient to certify the daily presence.

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>4</b>	Title: <b>Code of Ethics and Behaviour</b>	

The working hours of the offices in Techbau are as follows:

- Monday to Friday from **8:30** to **12:30** and from **14:00** to **18:00**.

The time available for the lunch break ranges from a maximum of 1 hour and a half to a minimum of 1 hour, so in case of use of only one hour during the lunch break and in the absence of delays, it will be possible to anticipate the exit at 17:30 instead of 18:00.

The flexibility of 30 minutes incoming in the morning and 15 minutes incoming in the afternoon is allowed, which must be recovered within the same working day. The delay to be made up shall be equal to the minutes of delay and the sum of them in case of double delay both in the morning and in the afternoon.

In case of entry beyond the flexibility band, the minutes of delay will be rounded to the next quarter of an hour and the employee will have to apply for permission, unless his or her manager consents to the recovery of the out-of-range delay on the same day (exceptionally).

**Please note that the badge is strictly personal and it is forbidden to make stamps on behalf of other employees and that such non-observance is subject to disciplinary sanctions in accordance with current contractual regulations.**

Please refer to the "**Web Infopoint User Manual**" (IST-Q-003) in the last available revision for the rules of stamping and use of the relevant program.

## **6.2 Construction sites, branch offices and foreign offices**

Staff sent to locations outside the offices shall observe the working hours scheduled for the mission.

In general the timetables to be respected at the construction site, unless special provisions are made in this regard, are:


- Monday to Friday from **8:00** to **12:00** and from **13:00** to **17:00**.

For foreign branches: please refer to the working hours established by the Branch Manager and displayed in a special space, which can be consulted by the staff employed on the branch.

## **6.3 Time table delivery and reimbursement of expenses**

All personnel working to order are required:

- the **monthly delivery of** its own MOD-049 hourly schedule, signed by the employee and by its manager or by the site personnel order manager
- the **monthly delivery of** any reimbursement of expenses by filling in the forms:
  - MOD-034 Expenses note (in case of travel or expenses incurred for business purposes)

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>5</b>	Title: <b>Code of Ethics and Behaviour</b>	

#### **6.4 Distribution of working hours and overtime**

Working hours are 40 hours per week and each employee is committed to:

- observe the current distribution of the timetable and the changes subsequently required by objective conditions;
- accept time overruns within the framework of the regulations in force, and in any case, for motivated production and/or organisational needs, or to avoid probable damage;

**In case of need for night work, the same will be managed as per the current CCNL, with respect to the expected rest.**

### **7. CHANGES IN WORKING HOURS**

For all hired personnel, any change to normal working hours, whether temporary or permanent, due to service or personal reasons, must always be authorized by the HR department and your direct manager.

### **8. ABSENCES**

When an employee fails to report to the workplace, he or she must **notify** his or her immediate supervisor and the HR department in good time, however during the day.

#### **8.1 Holidays and Permits**

With regard to the accrual and use of holidays and permits, reference is expressly made to the National Collective Labour Agreement.

Vacation and leave requests must be made, where possible, well in advance (at least 3 working days) and must be authorised by your manager, notifying the HR department:

- **office staff: they** must always produce a prior request through the appropriate Infopoint program that the person in charge will provide as soon as possible to authorize or not to authorize according to the needs/working needs.
- **the site personnel:** they are required to communicate their holidays to the Project Manager of reference for the authorization and to insert the request through the Infopoint portal.


If it is the company itself that establishes company closure periods, the authorisation will in any case take place by entering the requests in Infopoint.

#### **8.2 Disease**

In the event of absence due to illness (whether it is a beginning or a continuation) it is necessary to give immediate notice, in any case **by the end of the working day**, unless proven impediment, to your direct manager and the HR Department.

In the presence of a regular telematic medical certificate, the worker must have the transmission protocol identification number issued by the doctor and communicate it to the HR Function (by e-mail or fax) within the day after the absence.

**NB: Remember that the medical certificate must always indicate the address of the domicile during the state of illness.**

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>6</b>	Title: <b>Code of Ethics and Behaviour</b>	

### **8.3 Injury**

The worker affected by an accident at work, even a minor one, has the obligation to notify **the company** directly or, if this is not possible, to have it **notified immediately (with particular reference to the HSE and HR department)**.

A copy of the First Aid medical certificate must be promptly delivered or sent by fax/mail to the Personnel Department (directly or through other persons).

When the worker has not complied with the above obligation, no indemnity is paid for the days prior to the employer's notification of the accident.

**Unjustified absences, in addition to the deduction of the corresponding salary, may give rise to the application of disciplinary measures, in accordance with the relevant articles of the national collective labour agreement in force.**

### **8.4 Parental leave**

The use of the same will take place in accordance with contractual and legal regulations. It will be the responsibility of the worker to deliver the relevant supporting documentation to the Human Resources Office, after notifying his or her Manager.

## **9. DOMICILE, PHONE RECAPITAL and IBAN MUTUATIONS**

It is the duty of the staff to immediately inform the company of any changes in their home and telephone contact, both during the service and on leave, for the management of any emergency situations.

It is also essential to communicate in writing any changes in the **bank account in order** to allow the Personnel Department to correctly credit the pay slip fee due.


## **10. CORPORATE BEHAVIOUR**

As part of the employment relationship, the employee must behave in a manner appropriate to the activity that he or she is called upon to carry out, respecting the directives given by those responsible as provided for by the company organisation.

Relations with colleagues must be based on mutual fairness and education.

In particular, the following is required:

- **Compliance with laws:** all collaborators must always comply with the regulations in force in the individual countries where they work on behalf of Techbau S.p.A., taking all necessary precautions to prevent Techbau from being involved in illegal activities.
- **Use of company assets:** with regard to the use of company assets and the rules of conduct for **privacy, please** refer to the instructions attached to the Security Policy Document and the PRO-Q-016 procedure for managing company assets and utilities. Personnel shall ensure the proper use of company assets, ensuring that they are used for proper purposes by duly authorised persons; in accordance with the regulations in force in each country, employees are responsible for protecting company assets and any other property, whether tangible or intangible, of the company from unauthorised use, abuse of trust, damage or loss resulting from inexperience, negligence or wilful misconduct. Upon reasoned company request and in any case upon termination of the employment relationship, or in case of long-term absence, the employee must necessarily return ALL COMPANY GOODS / INSTRUMENTS / WORK MATERIALS assigned to him/her.

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>7</b>	Title: <b>Code of Ethics and Behaviour</b>	

- **Clothing and decoration**

All personnel are required to wear appropriate and decent clothing at work, if not equipped with company uniforms.

Each worker is required to present himself or herself at work with clean and tidy clothing and to look in accordance with health and hygiene regulations (hygiene at the workplace is recommended).

Employees in charge of receiving and greeting Customers, Suppliers, External Professionals, Representatives and, in general, third parties entering the Company, as the main point of contact through which the Company offers itself to the public, are required to dress in a dignified manner and appropriate to the role held, wearing clothes that project an image of high professionalism, competence and education (we recommend **business/smart casual clothing**).

Workers who carry out their activities in the offices of the company headquarters, although not in direct contact with "third parties", are, in any case, obliged to observe decorum in their clothing.

For reasons of image and in order to allow a public and immediate identification of the employees, the personnel working at the worksites are obliged to use, in addition to the personal protective equipment delivered, also the work clothes supplied, provided with special coats of arms or the wording "Techbau S.p.A.".


- **Safeguard company information:** company information (whether on paper or on magnetic media) must be accessible only to authorised persons, protected from undue disclosure and used only for the purposes and for the periods specified in the relevant authorisations.

No employee may buy, sell or otherwise carry out transactions in financial instruments of Techbau or any other company that has relations with Techbau, when in possession of inside information and shall not disclose to third parties, directly or indirectly, material non-public information concerning his or her company or any other company to which he or she has had access in the performance of his or her work.

Violation of the above will lead, in addition to the application of any disciplinary sanctions provided for by the legislation in force in each country, also to further legal action against the collaborators involved.

- **Conflicts of interest** must be disclosed. There is a conflict of interest, actual or potential, when a relationship between an employee and a third party could be detrimental to the interests of the Company. All collaborators must, in their relations with customers, suppliers, contractors and competitors, give priority to the interests of the Company over any other situation that may result in a personal benefit, actual or potential, for themselves or their family members or their partners (understood as persons who have a contractual or associative relationship of an entrepreneurial nature with the employee). Conflicts of interest involving Techbau's personnel must be disclosed in writing and such disclosure must be signed and renewed, in accordance with the provisions of the corporate document.

All employees are required to adopt all necessary procedures to ensure transparency of information and decisions.

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>8</b>	Title: <b>Code of Ethics and Behaviour</b>	

- Gifts and forms of free gifts:** employees are not allowed to accept gifts or other forms of free gifts (e.g. participation by invitation in events, conferences, conventions, business presentations or technical courses related to the work), without prior authorization from the Management.

Under no circumstances may gifts in the form of money or goods easily convertible into money be accepted.

Restrictions on the receipt of gifts also extend to family members of staff or associates (understood as persons who have a contractual or associative relationship of an entrepreneurial nature with the employee).
- Prohibition of discrimination: Discrimination** in the treatment of staff is prohibited. All persons may aspire to employment in Techbau or be considered for a new position solely on the basis of business needs and merit criteria, without any arbitrary discrimination. All employees, at any level, must work together to maintain a climate of mutual respect in the face of personal differences.
- Regulation of breaks:** at the offices of the company headquarters, access to the break area or in any case the suspension of one's work activity must be self-regulated at a maximum break of 15 minutes every half day with presence at the break area for a total of 4 people at the same time.

Smokers are allowed to use this break divided into 2 parts every half day.

Drinks / snacks should only be consumed in the break area.
- Use of company canteen:**

At the company headquarters in Via Del Lago 57 in Castelletto Sopra Ticino (NO), there is a canteen service for all employees.

In order to use the service, each employee will be able to access from any device (pc / smartphone / tablet) to his or her private area on the company website [www.techbau.it](http://www.techbau.it), using the following codes for the first access:

  - **Username:** use your company email ([\(nome.cognome@techbau.it\)](mailto:(nome.cognome@techbau.it)))
  - **Password:** 123456 (to be changed on first login)

You can book your meal for the following day, choosing your available time slot, by 14:00 on the previous day.

In case of unforeseen absence and lack of opportunity to enjoy the meal booked, it is essential to notify the CEO Assistant / Reception within the day before the absence.

In order to enjoy your booked meal, you must use your assigned badge or the "QR code" visible on the personal profile of the above mentioned company link.


Access to the canteen is allowed only from 12:30 to 14:00 (from the time of your reservation).

- Prohibition of smoking and alcoholic beverages**

During the performance of the work activity, in any local business unit and during working hours, there is an absolute prohibition of:

- consumption of **alcoholic beverages** and drugs Legislative Decree 125/01 and Legislative Decree 81/08
- **smoking**, as provided for by Law no. 3 of 16 January 2003, art. 51.



Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>9</b>	Title: <b>Code of Ethics and Behaviour</b>	

Violation of this prohibition, as well as non-compliance with existing laws and regulations, causes damage and risk to persons and property within the premises.

- **Phone call management:**

Telephone conversations should be made at your own workstation or in the meeting rooms, while maintaining a suitable tone of voice and avoiding stopping in the area in front of the Management and the adjoining offices for phone calls or interviews.

If you move from your workstation, you must divert your landline or other telephone extension (e.g. switchboard) or to a colleague who will answer.

Telephone calls of a personal nature are normally prohibited unless there are special and urgent needs. Any personal calls may be made during breaks using your personal mobile phone.

- **Climate protection and healthy working environment**

To maintain a comfortable working environment and preserve its healthiness, as many offices are open-plan, each employee is required to respect the work of others and avoid any source of disturbance.

For example, work to be carried out in cooperation with the personnel office and the administration should be planned and organised in the appropriate meeting rooms.

It is necessary to maintain a calm tone of voice both at your workstations and in the common areas (meeting rooms, corridors, break area, executive area).

The tidiness and cleanliness of one's workplace (e.g. filing paperwork and storing equipment), common areas and service vehicles are essential elements of respect and dignity towards colleagues, external staff and the safety of all workers.

It is therefore necessary to keep your workplace and common areas clean and tidy at all times, making sure you leave the bathrooms clean and tidy after use, respecting those who use them (colleagues as well as guests and external staff).


It is also recommended that you do not leave lights on and windows open in your office/open space at the end of your work.

- **Protection of the environment and health and safety at work**

Safety and respect for environmental regulations are fundamental elements for Techbau S.p.A., which undertakes to comply with the regulations on the safety of the working environment and is active on the front of safeguarding workers and hygiene in the workplace through planned health surveillance of workers exposed to specific risks, checks on suitability for the job for new recruits and for staff on duty in the event of a change of job.

Therefore, compliance with the regulations is required by all employees, in accordance with what is defined in documents DOC-Q-01 (Quality Policy), DOC-S-01 (Safety and Environment Policy), which are periodically updated.

All employees are strongly encouraged to contribute to separate waste collection and energy savings in accordance with the requirements of ISO 14001.

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>10</b>	Title: <b>Code of Ethics and Behaviour</b>	

In the offices there are baskets divided by type of waste: paper, plastic, organic and glass, placed at the vending machines, and a basket for each station for undifferentiated collection.

On construction sites it will be necessary to operate in accordance with the environmental and safety requirements set out in the relevant documents.

We would like to remind you that it is mandatory for the personnel working on site:

- the use of the appropriate PPE as per DVR (Risk Assessment Document) or POS (Operational Security Plan);
- the display of the "company identification card" (as per Law 136 of 13/08/2010);

Compliance with the laws and regulations of each country also extends to regulations concerning environmental protection and the rational use of natural resources.

**Finally, it should be remembered that access to the worksites and company premises by non-employee personnel is permitted only for reasons connected with the work activity and only with prior authorisation.**

## 11. CODE OF CONDUCT VIOLATIONS

The commitment to open and transparent management, based on the traceability of operations, compliance with laws and internal regulations, is essential to ensure the trust of shareholders, financiers, as well as employees, customers, suppliers and institutions with which Techbau interacts.

Preserving this trust, which is an integral part of the company's assets and a fundamental element of our company's competitiveness, is therefore a duty of all of us: compliance with the rules of the Code must be considered an essential part of the contractual obligations of Techbau employees.

Therefore, any conduct that violates the principles of this Code of Conduct should be reported. By "reporting" we mean any news concerning suspected or alleged violations, behaviours and practices that do not comply with the provisions of the Code of Conduct. Conduct by employees, in violation of the rules of conduct or procedures contained in this Code of Ethics, must be understood as disciplinary offences punishable in compliance with applicable legislation.

The HR Department of Techbau shall issue the rules and procedures to ensure the full implementation of the Code.

Techbau management shall introduce appropriate measures to ensure that each employee, supplier, subcontractor and consultant is aware of the Code and applies it in the workplace.


The Internal Audit Department will monitor the application and implementation of the Code and, under the supervision of the Supervisory Body of Techbau S.p.A., will decide on any question concerning the interpretation and application of the Code that cannot be satisfactorily resolved by the normal hierarchical organization of each company.

The lines of the Code take precedence over the instructions given by the internal hierarchical organisation, where they are in conflict.

Acceptance of the guidelines set forth in this Code of Conduct is a condition for the establishment of an employment relationship at Techbau.

The Code can be freely consulted on the notice board, and in the company network at the following path: "X:\TECHBAU\PROJECT\System Documents".

It is hoped that staff will adopt a proactive attitude, avoiding attitudes of passive tolerance in the face of possible breaches and acting on their own initiative, should they find deviations in any company process from the principles outlined in this Code and not take a passive attitude in the face of situations contrary to the criteria set out in this Code.

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>11</b>	Title: <b>Code of Ethics and Behaviour</b>	

Hierarchical superiors shall not approve or tolerate breaches of the Code by their collaborators and if they find breaches they shall immediately report them to the relevant company structures or to the supervisory body.

**Disciplinary infractions may give rise to the application of disciplinary sanctions up to dismissal as provided for in Articles 99 and 100 of the CCNL Edili Industria.**


Internal Audit will respond to any questions, requests for clarification or reports of situations or conduct that violate the principles of the Code of Conduct.

This channel of communication will ensure that employees who intend to use it take the appropriate measures necessary to prevent any form of retaliation against them.

The Internal Audit will operate in compliance with the procedures provided for and under the direct supervision of the Supervisory Body of Techbau S.p.A., possibly with the assistance of its delegated collaborators:

- ensures the receipt, recording and verification of alerts received;
- based on the results of the preliminary verification, starts the process of audit, reporting and possible follow-up;
- ensures traceability and record keeping;
- carries out the updating of this procedure, as well as, in agreement with Techbau S.p.A.'s HR, the dissemination of the procedure itself.

The Techbau Management will take all necessary measures to ensure the confidentiality of the information received, the fair treatment of personnel involved in conduct contrary to the Code and the right of defence of each employee.

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>12</b>	Title: <b>Code of Ethics and Behaviour</b>	

## **SIGNALLING MANAGEMENT**

### **12.1 Forwarding the report**

The report, preferably not anonymous, can be made either verbally (in person or by telephone) or in writing (external or internal mail, e-mail, fax).

Below are the means available to make the report:

- **telephone** at the following number: **0039.0331.774.500**

Verbal reports must be set out in writing by the recipient with all possible and useful details:

- **e-mail** to the following address: [odv@techbau.it](mailto:odv@techbau.it), with free text;

- **internal mail**, using the appropriate mailboxes. The envelope must be clearly marked "STRICTLY CONFIDENTIAL" in order to guarantee maximum confidentiality. Verbal and/or telephone communications not formalized in the manner and content indicated by this procedure will not be taken into consideration.

In principle and with full respect for confidentiality, the reporter shall be informed of the outcome of the alert and, where appropriate, of any action taken.

### **12.2 Safeguarding the reporting person**

The Internal Audit Department guarantees the maximum confidentiality of the person who submitted the report, protecting their identity.

Under no circumstances shall the name of the reporter be revealed and the utmost discretion shall be exercised with regard to the facts and circumstances reported in order to prevent information, even indirect, from being traced back to the person who made the alert.

This procedure encourages reporting by name as an act of accountability to the Company. Where anonymous, reports should be timely, not generic and should describe in detail the facts and persons reported.

At the end of the audits, the Internal Audit Department prepares a report on the activities carried out and, in the case of untrue reports made in bad faith and for the sole purpose of discrediting one or more persons, or company functions, or that are vexatious towards other employees, the author of the aforementioned reports may be subject to disciplinary action in accordance with the provisions of the National Labour Contract, Labour Law and in general the law in force.

No action or sanction shall be taken against those who report in good faith facts which, as a result of subsequent verifications, are unfounded. The good faith of the reporter is ultimately unaffected.

## **12. COMPLIANCE WITH LEGISLATIVE DECREE 231/01**


### **Foreword**

The performance of the activities governed by this procedure must be inspired by the provisions of the law and regulations in force on the subject and by the **Model of organisation, management and control ex. D. Legislative Decree 231/2001** of the Company, of which this procedure must be considered an integral part.

Behaviours that do not comply with the provisions of the Model result in the application of the sanctioning measures in accordance with the procedures set out therein.

### **Archiving**

Each Entity involved in the process is responsible, in relation to the activities for which it is responsible listed in this procedure, for keeping the relative documentation in a special archive, in

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>13</b>	Title: <b>Code of Ethics and Behaviour</b>	

such a way as to prevent subsequent modification except with appropriate evidence, in order to allow the correct traceability of the entire process and to facilitate any subsequent controls. Access to documents already archived, must always be motivated and allowed only to persons authorized by internal rules, or their delegate and the SB.

### **13. APPENDIX: art. 98-99-100 CCNL CONSTRUCTION INDUSTRY BUILDINGS**

#### **Art. 98**

##### **Absences**

*All absences must be justified by the day following the day on which the absence commences, unless there are justified grounds for refusal.*

*In the event of sick leave, the worker must also submit the relevant medical certificate within three days.*

*A similar discipline applies to cases of continuation of illness.*

*In the event of an accident, the worker must notify the company immediately.*

*Without prejudice to the procedures provided for by [Law no. 300 of 20 May 1970](#), and referred to in art. 99, any unjustified absence shall be punished with a fine not exceeding 10% of the remuneration relating to the hours of absence and in any case within the limit of three hours' remuneration.*

*In the event of a repeat offence, the company may apply the suspension.*

*The worker may be dismissed without notice:*

*(a) in the event of unjustified absence for three consecutive days;*

*(b) on the occurrence of the third unjustified absence in the period of one year, on the day following the holiday;*

*(c) in case of unjustified absence five times during the period of one year.*

\* \* \*


*The company is entitled to have the infirmity checked by the competent social security institutions.*

*Without prejudice to the provisions of [art. 5 of Law no. 300 of 20 May 1970](#), the control of absences due to illness is regulated as follows: the worker absent due to illness is required to be at home available for check-ups from 10 a.m. to 12 noon and from 5 p.m. to 7 p.m. or at the different times established by legislative or administrative provisions.*

*Any change in the worker's place of residence must be communicated to the company in good time.*

*This is without prejudice to any proven need to be absent from home for visits, services and specialist examinations and for control visits, of which the worker shall inform the company in advance, as well as proven causes of force majeure.*

*If the worker is absent from the check-up without justified reason, he forfeits the right to the financial treatment due by the company and the Building Fund for the whole of the first 10 days and half of it for the further period, excluding those of hospitalization or already ascertained by previous check-ups, and will be considered as unjustified absent.*

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>14</b>	Title: <b>Code of Ethics and Behaviour</b>	

## **Art. 99**

### **(Disciplinary measures)**

1) Without prejudice to the prior challenge and the procedures laid down in [Article 7 of Law No 300 of 20 May 1970](#), the worker's breaches may be punished, depending on their seriousness, with the following disciplinary measures:

- (a) verbal reprimand;
- (b) written reprimand;
- (c) a fine not exceeding the amount of three hours' pay, made up, in the case of office workers, of the elements referred to in points 1 to 8 of Article 44 and, in the case of workers, of the elements referred to in point 3 of Article 24;
- (d) suspension from work and pay for up to three days.

2) The undertaking is entitled to apply the fine when the worker:

- (a) delay or suspend or bring forward the start of work;
- (b) does not carry out the work in accordance with the instructions received;
- (c) leaves his job without good reason;
- (d) is absent from work without justified reason;
- (e) introduces alcoholic beverages without prior authorisation;
- (f) is drunk at the beginning or during work;
- (g) violates the rules of conduct and procedures contained in the organization and management model adopted by the company pursuant to Articles 6 and 7 of Legislative Decree no. 231/2001 provided that they do not conflict with the law and the contractual provisions, as well as the rules contained in the internal regulations referred to in the provision of the guarantor for the protection of personal data of 1 March 2007, implementing [Legislative Decree no. 196/2003](#);
- (h) infringes in any way the provisions of this contract or commits a breach of the discipline of the yard.

In the event of greater seriousness or repeated failure to comply with the abovementioned provisions, such that the details of the dismissal do not materialise, the company may apply the suspension, while in less serious cases it may proceed with verbal or written reprimands.

This is without prejudice to Article 98 for dismissal without notice.


Disciplinary measures not older than two years shall be taken into account for the purposes of recidivism.

The proceeds of the fines are to be paid to the Building Fund.

## **Art. 100 (Redundancies)**

Without prejudice to the scope of application of [Law No 604 of 15 July 1966](#), as amended by [Article 18 of Law No 300 of 20 May 1970](#) and [Law No 108 of 11 May 1990](#), the company may dismiss the employee:

- 1) for staff reduction;
- (2) for justifiable reason, with prior notice, pursuant to [Article 3 of Law No 604 of 15 July 1966](#), for a significant breach of contractual obligations or for reasons inherent in the production activity, the organisation of work and its proper functioning;
- 3) for just cause without notice, pursuant to [Article 2119 of the Italian Civil Code](#), in cases that do not allow the continuation of the employment relationship, even provisionally, such as, for example, those indicated below:
  - (a) insubordination or insults to superiors;
  - (b) theft, fraud, intentional damage or other offences for which, given their nature, the continuation of the employment relationship, even temporary, is incompatible;
  - (c) any culpable act that may compromise the stability of the works, including provisional works, the safety of the worksite or the safety of personnel or the public, constitutes damage to the works, installations, equipment or materials;
  - (d) reproduction or removal of sketches or drawings, machines, tools or other objects or documents belonging to the company and/or the client;
  - (e) unjustified abandonment of the place by the caretaker or keeper of the warehouse or building site;
  - (f) workplace brawl or serious offence against fellow workers;

Code: <b>PRO-Q-018</b>		Type of document: <b>PROCEDURE</b>	
Revision: <b>2</b>	Page / of <b>15</b>	Title: <b>Code of Ethics and Behaviour</b>	

g) *unjustified absence referred to in paragraph 7 of Article 98;*

(h) *a recurrence of any of the deficiencies which led to two suspensions in the previous year;*

i) *serious and/or repeated violation of the rules of conduct and procedures contained in the organization and management model adopted by the company pursuant to Articles 6 and 7 of Legislative Decree no. 231/2001, which are not in conflict with the law and contractual provisions. If the worker has incurred one of the failures referred to in point 3, the company may order the precautionary, non-disciplinary suspension of the worker with immediate effect for a period not exceeding 10 days. If the company decides to proceed with the dismissal, the same will take effect from the moment the suspension began.*

*In any case, the employee shall be liable to pay damages in accordance with the law.*