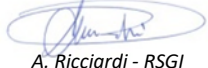


Copia Controllata No. / Controlled Copy No.

Copia Non Controllata / Uncontrolled Copy

X

Scheda Revisioni / Revisions Sheet

3	01/08/24	Revision of §15 with the insertion of §15.3	 A. Ricciardi - RSGI	 C. Taffo - HR	 C. Taffo - COB
2	27/01/22	General revision	A. Ricciardi - RSGI	C. Taffo - HR	V. Taffo - COB
1	21/03/18	Revision § 8.0	A. Ricciardi - RSGI	R. Tombolini - RAM	V. Taffo - COB
0	09/01/17	First issue	A. Ricciardi - RSGI	A. Ricciardi - RSGI	V. Taffo - COB
Rev.	Data/ Date	Descrizione/ Description	Redatto/ Drawn up by	Riesaminato/ Reviewed by	Approvato/ Approved by

This document has been translated into English for the convenience of readers outside Italy. The original Italian document should be considered the authoritative version.

Contenuti / Contents

Sec.	Par.(§)	Indice / Index
1		Scope
2		Contents
3		Statement of code of business conduct
4		Distribution of code of business conduct
5		Management of code of business: check, sanctions, revision and updating
6		General instructions
7		Application
8		Principles and objectives
9		Definitions of sexual harassment, moral and discriminatory acts
10		Duty of cooperation
11		Behaviors in private relationships
12		Professional behaviors
13		Special provisions for the Management (BoD) and Executives
14		Advice for effective management of time, business phone and e-mail
	14.1	Basic rules to receive and process e-mail
	14.2	Writing e-mail
	14.3	Sending e-mail
	14.4	Advice for a proper use of mobile phones (World Health Organization – WHO advice)
15		Procedure for reporting a fact
	15.1	Informal procedure for reporting a fact
	15.2	Official procedure for reporting a fact
	15.3	Whistleblowing policy
16		Documented information

1. Scope

The Code of Business Conduct is a tool of corporate governance that identifies the duties of the company towards the stakeholders and obliges the top managers to respect the guiding criteria in the exercise of their authority both within the company and in external relations.

The Code of Business Conduct includes a wide variety of topics, being addressed to all the stakeholders that make up the operational scenario in which the company management is set in relation corporate/environment.

Furthermore, showing values and principles of rules of conduct towards the Company's stakeholders is expression of the corporate culture. The Code of Business Conduct is an integral part of the Code of Ethics of the organization.

2. Contents

A necessary distinction must be made between the Code of Conduct and Code of Ethics: the first, also called *rules-based*, is aimed at solving every possible situation and serves in order to outline response strategies or behaviors, to be implemented in relation to rise specific problems; instead the second, called *value-based*, provides the set of ethical values and business principles. Then the Code of Conduct is closely related to the Code of Ethics as the behaviors to be taken in certain situations depend directly from the principles that the company made the foundation of its strategic *mission* and may even include the Code of Ethics in its structure. The Code of Conduct and Code of Ethics are closely linked to the concepts of integrity and fidelity. In particular, the Code of Ethics is addressed to moral integrity of individuals belonging to the enterprise because it indicates the values in respect of which employees should perform their duties, for example, the honesty of their actions, tolerance of diversity and friendliness in customer service. Instead, the behavior dictated by the Code of Conduct require an immediate execution by members of the organization, without those ask questions about the convenience of doing so.

3. Statement of code of business conduct

The Company has introduced the Code of Conduct at the express will of the top management after a phase of development of the document that provides the most apical interested parties engaging negotiating activity.

4. Distribution of code of business conduct

The process of circulation of that code will be as the method called top-down: the distribution of the document starts from top management and descends to all hierarchical levels, the top manager will deliver a copy of that code to its employees, which they will communicate to their subordinates, in turn and so on.

5. Management of code of business: check, sanctions, revision and updating

The Board of Directors has the task of the management, updating and revision of the Code of Conduct and the Code of Ethics in compliance with the management for the prevention of crimes system.

Responsibility for preventing misconduct is defined by the disciplinary sanctions system and it is entrusted to all the top persons in charge which have the opportunity to check that the guidelines are followed. These persons in charge have to collect all the information possible infringements recorded and forwarded to the Board of Directors.

The responsibility for taking disciplinary measures is up to the Board of Directors.

6. General instructions

This Code of Conduct, hereinafter referred to as "Code", defines the minimum duties of care, loyalty, impartiality and good conduct that employees are required to observe.

It refers to all the documents of the Organization considered cornerstones for the purposes of the conduct to be followed by all employees for the management of internal processes; these documents are explained in the paragraph Documented Information.

7. Application

This Code applies to all employees, managers and all members of the Board of Directors.

Considering that within the Organization persons work with different legal status, due to the different relationship existing between them and the Body (i.e.: staff with fixed term contract or permanent work, worker under an independent contractor agreement, etc.), the Organization intends to guarantee to each of an inviolable right to be treated with dignity and respect and not to be acts contrary to the principles of equality and non-discrimination.

8. Principles and objectives

The Board of Directors, is committed to remove all obstacles to the implementation of this Code, in order to ensure a work environment in which women and men respect one another the inviolability of the person. The BoD ensures also that everyone has the right to protection from any action or behavior which produces an adverse effect and that discriminates, even indirectly, on grounds of sex, sexual orientation and / or identity of typically, because of religious beliefs, political opinions or other and / or due to ethnic origin, age, disability status. The BoD adopts initiatives to foster mutual respect of the inviolability of the person through training and prevention.

Any discriminatory, racist, xenophobic and / or vexatious behavior (hereinafter referred to "discriminatory" which will consequently also take into account factors such as religion, belief, disability, age, sexual orientation, race and ethnic origin) constitutes an intolerable violation of the dignity of the person.

Sexual harassment, moral and any act of discrimination endanger the health, confidence, morale and work performance of those who suffer them. Those carry out harassment in the workplace violates a duty of office.

Those who are victims of sexual harassment, moral, or discriminatory acts or behavior of those who are victims anyway - unwanted or discriminatory - to sex which has the right to inhibition or to terminate behavior harassing, including through procedures in a timely and impartial which the BoD ensures compliance. Any violation of human dignity, and in particular sexual harassment, constitutes a disciplinary offense hypothesis. It is the duty of the BoD to ensure the protection of the alleged victim of harassment also in civil and criminal matters.

No person is allowed to take advantage of his position to eliminate or reduce the guarantees provided for in this Code.

9. Definitions of sexual harassment, moral and discriminatory acts.

- a) Sexual harassment means unwanted conduct of a sexual nature, or any other conduct based on sex affecting the dignity of men and women in the workplace, including attitudes unwelcome physical, verbal or non-verbal (Recommendation EEC of 27/11/91). It consists of unwanted behavior, unreasonable and offensive to those who suffer them. The unwanted nature of sexual harassment distinguishes it from friendly behavior instead it is welcome and mutual. It is up to those subjected to determine what behavior you can tolerate and what they regard as offensive. The sexual harassment connotations come out by people both of the same sex is of the opposite sex. The presence of asymmetry or hierarchical subordination is aggravating circumstance of sexual harassment, between the victim and the author, particularly, when the rejection or acceptance of such conduct are explicitly or implicitly assumed by reason decisions regarding access to vocational training, recruitment and/or retention of jobs, promotion, salary or any other employment decisions employment and / or such conduct creates an intimidating, hostile, humiliating. For example, not exhaustive, sexual harassment cases are as follows:
 - implicit or explicit requests for sexual favors offensive or unwelcome;
 - exhibiting pornographic material in the workplace;
 - the promise, implicit or explicit, of benefits and privileges or career advancement in exchange for sexual favours, and retaliation and threats as a result of the denial of such benefits;
 - inappropriate, unwanted physical contact;
 - offensive verbal praise on the body and sexuality.
- b) For moral harassment refers to acts, attitudes or moral violence or psychological behavior during work, repeated over time in a systematic way, or habitual, leading to a deterioration of working conditions likely to jeopardize the health or professionalism or dignity of the person who suffers it. For example, types of moral harassment and psychological violence as follows:
 - acts of harassment and persecution;
 - criticism and exasperated verbal abuse;
 - offenses against the dignity and humiliation;
 - image delegitimization, also towards third parties;
 - behaviors targeted to discriminate, disparage or otherwise damage anyone in his career, status, assignment or removal from office or duties;
 - unjustified exclusion or marginalization from ordinary communication;
 - systematic underestimation of the results justified by poor performance or failure to perform the assigned tasks.
- c) When a person is treated less favorably than another is discriminatory behavior, like put some people at a particular disadvantage compared with other and this because of religion, belief, ethnic origin, race, disability, sexual orientation, gender identity or age. It is also considered discriminatory any prejudicial behavior in place, with regard to the person harmed by discrimination or any other person as a reaction to any activity intended to get the respect of the rights provided for in this Code.

10. Duty of cooperation

Anyone, that works within the Organization, should contribute to ensuring a working environment in which the dignity of the person is respected.

Each manager has a special duty to monitor and, where possible, to prevent the occurrence of sexual or psychological harassment or discriminatory acts in areas of work that oversees.

Each manager must also pay attention and support anyone who wants to oppose or react to sexual harassment, moral, or an act of discrimination, provide guidance and clarification on the procedure to follow, maintain the confidentiality in case of sexual harassment.

11. Behaviors in private relationships

L'esercizio del diritto di espressione e di critica non costituisce nocumento all'immagine dell'Organizzazione.

The individual employee, in private relationships even with public officials in the exercise of their duties, does not use their positions in the Organization improperly.

The individual employee cannot use the name, trademark and logo of the Organization except for activities related to the assignment done at the same.

The individual employee does not assume any other conduct intentionally designed to damage the image of the Organization.

The exercise of the right of expression and criticism does not constitute harm to the image of the Organization.

12. Professional behaviors

The individual employee, without good reason, does not delay or adopt behaviors such as to fall on another person dependent on the fulfillment of the Organization of activity or adopting attributable to his own decisions.

The individual employee uses abstention from work permits, however described, in compliance with the laws prescriptions, regulations and collective agreements.

The individual employee is using the spaces, furnishings, materials or equipment, and telematic and telephone services, within the constraints by the Organization. The individual employee uses transportation means of the Organization, at its disposition, only for the performance of official duties, abstaining from third person, except for official reasons.

The individual employee holds with particular care and diligence information technology tools, as well as the credentials of access to information systems made available to the Organization, in order not to jeopardize its security.

The individual employee adopts a behavior in line with the policies adopted by the Organization taking into consideration the directives, procedures, instructions and all documents considered cornerstones for the management of internal processes, explained in § Documented Information.

In this regard, each employee, in relation to their duties, was given the "Letter of appointment as a person authorized to process data", the "Operating Instructions for the Use of Information Systems" and the "Employee Workers Privacy Policy", in compliance of the "Privacy Code" Legislative Decree 196/03 and subsequent amendments, of the "Guidelines of the Privacy Guarantor for Electronic Mail and Internet" n. 13dd.01 / 032007, of Legislative Decree 231/01 as amended, of the "General Data Protection Regulation" (GDPR) no. 679/2016 and of Legislative Decree no. 101/2018 as amended.

13. Special provisions for the Management (BoD) and Executives

The individual employee with manager position, shall comply with regulations of this Code and other relative applicable legislation. The single manager, in particular, observes and monitors compliance with the disciplinary rules, transparency and anti-corruption.

The manager carries out the functions with due diligence due to him/her and pursues the objectives assigned by adopting adequate organizational behavior.

The manager also ensures a fair distribution of workloads within their office. He/She promotes regular meetings in order to optimize operation through dialogue and debate.

The manager takes fair and transparent attitudes and adopt exemplary behavior and impartial in dealing with colleagues and co-workers, employees and collaborators.

The manager also cares that the allocated resources are used for professional purposes only and in no case for personal needs.

The manager and the members of BoD care, consistent with available resources, organizational well-being in the office that directs, helping create respectful relationships with and between employees and collaborators; They take initiatives aiming at the dissemination of information, training and updating of personnel, as well as inclusion and enhancement of gender differences, age and personal circumstances.

The manager and the members of BoD organize the work on the basis of a fair distribution of the workload, taking into account the skills, attitudes and professionalism of the staff at its disposition.

The manager and the members of BoD entrust any additional assignments based on professionalism, in a transparent manner and as far as possible, turnover.

The manager and the members of BoD contribute to the evaluation of personnel with impartiality and respect the scheduled programme, based on the system for measuring and evaluating the performance of the Integrated Management System (SGI) of the Organization.

The manager takes the necessary steps promptly when they become aware of an offense; immediate warning of unlawful to the BoD, paying where requested their collaboration.

The manager and the members of BoD, within the limits of its ability, avoid untrue news, about the organization, activity and to employees, to spread.

The manager and the members of BoD support the spread of the knowledge of good practice and good examples in order to strengthen the sense of confidence in the Organization.

14. Advice for effective management of time, business phone and e-mail

In the world of work today, it is increasingly difficult to stay focused for a long time devoted to one activity. The e-mail notifications incoming peep nonstop, the phone rings and there is always someone ready to show up without notice for a meeting. The daily working time is fractionated in an increasing number of short sequences and there is always the risk of being overwhelmed by too much information. What can we do in order to defend ourselves?

The email account is one of the most important tools to get to know and communicate with others (colleagues and clients), for this reason, the following are expressed good practices to better manage these tools:

1. We should learn how to gather together the e-mail from the same sender and then set up an appointment where we can discuss all the issues;
2. It would be important not to constantly respond to emails, but check the mail does not continuously during the day but in relation to your job.
3. You should not start your day answering e-mails and do not exchange e-mail to infinity: the problem should be solved at the most with two exchanges of e-mail.
4. At the same time, we should not be burdening from appointments, by phone calls and by all those who present themselves for quick questions.
5. Usually it needs to always have access to their own agendas and the list of activities to be performed; It would want to disable sounds and pop-up notification of incoming e-mail.

6. When you write an e-mail should always try to be as brief as possible. Some time management experts say that e-mail should not be longer than five lines.
7. Only those who are really interested in the mail should be included in the CC field.
8. In their agendas should also enter the times when you cannot be reached and if possible, take four half-days per week in which you are not available for meetings.
9. When you need time for meeting, it would be appropriate to turn off the ringer on your phone and close the door.
10. It should not be too much phone lovers, although the phone is very practical and important.
11. It should, whenever possible, try to avoid phone unless absolutely necessary; "Out loud, the problems are resolved more quickly".
12. Nowadays with corporate smartphone no longer working only during the day but also at night and on weekends, so it would be good practice to make an effort not to call their colleagues outside of working hours unless absolutely necessary.

14.1 Basic rules to receive and process e-mail

Every day in our inbox we receive a large number of emails to be answered more or less urgently. It is not easy to be able to keep everything under control, especially when the important e-mail work, internal and external, are also added several other private messages. The 85 percent of those who receive the e-mail, in fact, controls its private email and work together, or even has a common inbox.

There is a risk, therefore, that e-mail important business get left unnecessarily aside and processed after a long time. Or that a request for an effectively connects the least, but more urgently, to be ignored. In order to avoid these problems, we give you some simple tips to improve your personal organization:

- a) Basic rule: turn off the notification feature of the e-mail receipt and included on the agenda of the fixed time windows to devote to checking e-mail (in the morning and in the afternoon).
- b) Do not respond immediately to all messages. Do not want to always answer to all e-mails that arrive before 7 am or after 7 pm: in this way given the impression of being constantly reachable and mismanaging your time.
- c) Based on the priority and make a distinction based on the importance and urgency incoming e-mail:
 - i. Answer personally and immediately to emails urgent and important (so as efficiently as possible);
 - ii. Delegate (if possible) or reply personally (if you require only a short time) to the e-mail address urgent but not important;
 - iii. Schedule and answer later to emails important but not urgent;
 - iv. Delete the e-mail neither important nor urgent.
- d) Learn to understand, based on your experience, which may be important communications and which not only already considering who the sender is, what the object and what content is.
- e) If possible, read each only once and e-mail leave messages in the inbox only as long as they are not processed (then move them to archive mail in a predefined system).
- f) Never allow the inbox spans multiple pages, it must be possible to display on a single screen (the key word is motivation)
- g) Manage and store e-mails on the PC according to the same structure that stores all the other items on your computer (preferably use a fixed system).
- h) In the object use uniform formulations in order to find better communications in the archive, but change always the subject when replying to an email, so that is appropriate to the content of the response.
- i) When you receive a newsletter, if you no longer wish to receive it, delete always systematically the registration (in the electronic newsletter this function must necessarily be present today) or, if it is missing this feature, mark them personally as spam.
- j) Automatically forward to a different folder communication in which your address is entered only in "CC" or "BCC" and read them only sporadically.
- k) Mark the important e-mails with symbols as homogeneous as possible (for example color) so that, when needed, are easier to find in the archive.
- l) Prepare and set of predefined automated signature texts, much time you'll save when you respond to emails.
- m) When you answer, eliminate the historian of the conversation (if it is later inserted into the conversation a third person, that person can see what has been written earlier and maybe obtain confidential information or that may affect you or others).
- n) Set the auto responder only when really, you're not going to read and respond to e-mail during your absence. If you respond promptly to emails even when your mailbox is in "out of office" mode, the receiver will remain confused and, in the end, only betray yourself.

14.2 Writing e-mail

The first question to ask yourself is if e-mail is the medium of communication right for your problem. The emails are effective only if they do not create an endless series of questions and answers. Do not use e-mail if you feel that may trigger this reaction and the problem could be solved more easily in another way. When it comes to complicated questions usually it is best to talk by phone or in person; " Out loud, the problems are resolved more quickly." In any case, if e-mail is the most appropriate means of communication, however, there are a couple of basic rules to be respected:

- a) Basic rule: never put in the e-mail with confidential or damaging information because you cannot know what the addressee will use (voluntarily or involuntarily).

- b) Formulate clear and stimulating objects that summarize well the content of the message. In this way the addressee will be more inclined to read the e-mail immediately and it will be easier to find the message in the archive.
- c) If possible, contact the addressee personally, and avoid names that refer to a group, such as "Gentlemen and ladies."
- d) Focus (and expiry): Write clearly and unambiguously what you want and by when.
- e) Respect the rules of spelling and use the correct greetings. The emails are not fast messages such as SMS and then the spelling is not optional. It is not pleasant to receive work email in which you have not used correct case and there are dialect words.
- f) Write text fluently and logically (start from the important things and then go to the least important).
- g) Formulate sentences in the active voice, short, concise and comprehensible (avoid excessively long sentences).
- h) Use simple words in current use and transmit well the meaning (avoid abbreviations, technical terms or foreign words).
- i) Use points and paragraphs to structure the message and make it clearer.
- j) If necessary, bring out with bold keywords (only in HTML mode).
- k) Choose a standard font you may appear the same on all devices and, where possible, follow the main elements of the corporate image (only in HTML mode).
- l) Insert always the contact data in the signatures (especially the phone number). Do not include too much information in the signature (from experience, when they exceed five lines signatures are not read) and avoid photos and logos that make "heavier" messages and increase the risk that e-mail is moved to the spam folder (see next point).
- m) Avoid listing in the e-mail items that can be intercepted by spam filters, so that the message does not end up in the spam folder of the recipient. Many spam filters assign a score to e-mails to filter (negative scores for the typical behavior of spammers and positive scores for the typical behaviors of serious senders).
 - i. Characteristics that assign a negative score: many exclamation points in the subject, many exclamation points in the body text, text highlighted with the capital letters, misleading formulations in the subject, bright colors etc.
 - ii. Characteristics that assign a positive score: indicating mail address and telephone number, indicating the full name of the addressee, use of terms in the subject and message.

14.3 Sending e-mail

In fact, the preparation and sending of e-mail are operations that are carried out together. However, we would like to add suggestions regarding the sending of e-mail:

- a) Basic rule: write always the first e-mail and only then enter the addressee. This way, in case you accidentally click on "Enter", you will not have problems. When you reply to an email, however, as you write, you can erase the destination or set up a second level of security (control question: send e-mail?), so as to not send the message in half. This kind of incidents are not rare, especially using smartphone.
- b) Update always the list of addressees, in order to be able to enter the address easily and without the need for extensive research.
- c) Fill in the list of addressees only those to whom it is addressed directly to the message. Used only rarely "CC" – "BCC" fields, because this behavior is more and more perceived as annoying and the communication channels are unnecessarily clog.
- d) Never send e-mail with the mass of the public addressee list (or in which all e-mail addresses are visible). In some countries this is already punishable by law (data protection).
- e) Restrict access to lists of addressees of the e-mail group (e.g. only the Management) and keep them reserved and "protected" through mailings "BCC."
- f) Mark the email as "Important" or "URGENT" only in cases of real urgency. The reasons are several: first, over time the recipients do not take it seriously, it is also the recipient who decides whether your email is important and, finally, often you are likely to end up in the spam trap (see above).

In general, you do not ask the receive and read receipts. These demands increase the flow of messages, increase the efforts at the sender's level of organization and irritate the addressee, that most of the time does not send the confirmation but feels pressured (job control within the company). Even in case of legal disputes the read receipt has no validity, that whoever may have had access to the computer and sent the read receipt. If you want to be sure that the addressee recipient received an important email, better ask by phone.

14.4 Advice for a proper use of mobile phones (World Health Organization – WHO advice)

The phone emits a radio frequency electromagnetic field (radio waves) when it is turned on; this radiation grows during a phone call. Radio waves connecting each cell to a network of base stations, which allows users to make and receive calls; the following are indications of "good practice" for the correct use of mobile phones:

- a) Try to always use your headset or speakerphone.
- b) Whenever possible, send a text message rather than calling.
- c) Restrict the use of the mobile if you are by car, train; do not get distracted while driving talking on cell phones; there will be the risk of an accident.
- d) Try to avoid holding the phone in contact with the body; do not keep it in your pants or jacket pockets, better in your bag or backpack and place it on a plane as soon as possible.
- e) Try not to keep charging the phone on the bedside table at night.
- f) Do not fall asleep with the phone turned on under the pillow or too close.
- g) Use the desk phone as often as you can, if not, remember to implement the first suggestion.

15. Procedure for reporting a fact

Subject to the protection in civil and criminal proceedings within the time prescribed by law, any person subject to sexual harassment, moral or acts of discrimination can press charges within a reasonable time of the occurrence, approximately 60 days, either:

- a) to the HR Manager (with unofficial procedure);
- b) to the Employer (with an official procedure) that evaluates the transmission of the complaint, for information, who is responsible for the membership structure of the person harassed.

15.1 Informal procedure for reporting a fact

The HR manager at the written request of the victim, assumes the handling of the case of harassment and/or discrimination and to the interruption of the same order:

- a) suggests to those who have suffered harassment the most suitable mode for the solution of the case;
- b) calls to interview the person named as responsible for the harassing behavior;
- c) acquires any evidence and can access to administrative documents concerning the case;
- d) may propose meetings to implement conciliation between the victim and the person named as the author of the harassment;
- e) in severe cases, can recommend to those who are responsible for the shift of one of the persons concerned;
- f) suggests actions otherwise appropriate in order to ensure a respectful working environment of freedom and dignity of persons involved in the case.

The HR Manager cannot take any action without prior express consent of the victim of harassment and / or discrimination.

The unofficial procedure must be of reasonable length, approximately not more than 120 days from the notification.

The signal can be picked up by those who have lodged a complaint at any time of the informal procedure.

The HR Manager informed the Employer and the Board of Directors, if the suggested actions do not jump off effective for taking charge and case management.

15.2 Official procedure for reporting a fact

The official procedure is governed by the laws and rules in force and begins with the written notice of the harassing behavior to the Competent Authority.

The complaint shall be effective the terms of the disciplinary procedure.

The violation of the dignity and freedom of the person, if established, constitutes a disciplinary offense.

The Board of Directors, confirmed the validity of the complaint, ensures adequate protection to the person who presented it, as forms of retaliation or persecution by third parties against him. Such conduct is considered a disciplinary offense.

In case the complaint proves unfounded, the Board of Directors is committed, where necessary, to rehabilitate publicly the good name of the accused person.

All persons interested in the solution of cases of harassment and/or discriminatory acts are sworn to secrecy on the facts and the news of which they become aware in the course of the handling of the case.

The person who has suffered harassment is entitled to request the deletion of their identification data in each document subject, for whatever reason, to publication.

15.3 Whistleblowing Policy

In addition to the above in the previous paragraphs, the following binding documentation has been implemented pursuant to EU Directive 2019/1937 and implementing Legislative Decree no. 24 of 10.3.2023:

- Whistleblowing Policy ex. EU Directive 2019/1937 and implementing Legislative Decree no. 24 of 10.3.2023;
- Procedure for reporting wrongdoing – whistleblowing;
- Instructions on the processing of personal data of the reporting channel manager;

All documentation is published and made available on the company website at:

<https://www.nsc-it.com/whistleblowing/>

16. Documented Information

The documents listed below constitute the cornerstones for the adoption of a conduct in compliance with the objectives pursued by the Organization in compliance with current legislation and the principles of NSC Code of Ethics:

- QHSE policies of the Organization (POL);
- Code of Ethics of the Organization (CE);
- Risk Assessment Document (DVR);
- Environmental Impact Assessment Document (DOVIA);
- Integrated Management System Manual (MSGI);
- Disciplinary Crime Prevention Management System (SGPR);
- Privacy Policy for Employees;
- Letter of appointment as a person authorized to process data.
- Operating Instructions for the Use of Information Systems.
- Special Emergency Procedure (PES-COVID19) - Coronavirus COVID19 Emergency
- Whistleblowing Policy ex. EU Directive 2019/1937 and implementing Legislative Decree no. 24 of 10.3.2023;
- Procedure for reporting wrongdoing – whistleblowing;
- Instructions on the processing of personal data manager of reporting channels.