



## CODE OF CONDUCT AND SOCIAL ACCOUNTABILITY

### INTRODUCTION

THE COMPANY that voluntarily complies with the code of conduct and social accountability UNIC must ensure compliance with the relevant legislation in force, including the National Collective Bargaining Agreement of the tanning sector and with the requirements contained in the present document, drawn from the most important international agreements and standards concerning “social responsibility” and applied to the manufacturers and service providers of the leather sector.

The present Code is approved by the following trade unions: FILCTEM-CGIL, FEMCA-CISL, UILTEC-UIL. In order to verify that the requirements needed to obtain declarations of compliance with UNIC’s Code of conduct and social responsibility are met and maintained, companies are regularly inspected by a qualified third party (ICEC) charged by UNIC thereof. Further controls are also possible to check that a company’s suppliers/contractors meet the provisions prescribed for them.

For the correct interpretation of the requirements of the code refer to the document “Guidelines for the adoption and implementation of the UNIC’s Code of conduct and social accountability”.

### HUMAN RIGHT AND WORKING CONDITIONS

#### Child Labour

1.1 The company must not use or support the use of infantile labour.

1.2 The company has in particular to protect employable minors from any conditions that may be dangerous, hazardous or harmful for their health and safety in the workplace, in compliance with the prescriptions of the legislation in force.

#### Forced labour

2. forced labour, nor ask their staff to deposit any money or original identity documents for conducting of the employment relationship.

#### Discrimination

3. The company shall not discriminate in hiring, remuneration, access to training, promotion, dismissal or retirement, based on gender, race, national origin, religion, sexual orientation, union membership, political affiliation, age and any other discriminatory conditions.

#### Labour Union and bargaining

4. The company shall respect the right of its employees to create and join freely chosen trade unions and the right to collective bargaining.

#### Health and safety in the Workplace

5.1 The company shall provide a safe and healthy workplace and will adopt appropriate measures to prevent and manage work accidents and damage

to health during the performance of a job or resulting there from.

5.2 The company shall appoint a managers' representative to implement all issues guaranteeing health and safety in the workplace.

5.3 The company shall ensure that the staff receives an effective training about health and safety at work. Such training is regular, documented and repeated for any new or reassigned staff.

### **Working hours**

6. The company shall comply with the laws and all dispositions currently in force contained in the National Collective Labour Agreement regarding the working hours for the workers of the tanning industry and related sectors. The mean weekly hours, calculated over a reference 12-month period, shall not exceed 48 effective working hours. The staff will be guaranteed at least 24 consecutive hours' rest every 7 days.

### **Remuneration**

7.1 The company shall guarantee that remuneration always corresponds to the standards fixed by the law and to the minimum parameters fixed in the National Collective Labour Agreement for the workers of the tanning industry and related sectors.

7.2 The company shall guarantee that the composition of remuneration and of allowances is clearly and regularly specified.

### **Human Resources Enhancement**

8. The company shall promote the enhancement of human resources through skills development, corporate culture and employability, including through continuing training initiatives..

### **ENVIRONMENT**

9. The company shall fix and maintain procedures and practices aimed at reducing the environmental impact of its activities.

### **INVOLVEMENT AND DEVELOPMENT OF THE COMMUNITY**

10. The company needs to promote community development through dialogue and collaboration with stakeholders, also through representative associations to which he subscribes.

### **PROFESSIONAL BEHAVIOUR**

11.1 The company shall respect the principles of transparency, fairness and good faith in its relationships with the institutions, customers, suppliers, and competitors, and avoid any unfair

competitive actions likely to cause damage and violate the principles of the present code.

11.2 The company shall guarantee product quality and consumers' protection.

### **POLICY AND MANAGEMENT**

12.1 The management must formalize a corporate policy for social responsibility so as to guarantee:a) the commitment to comply with the principles of the code, to maintain compliance with legislation in force and to comply with the agreements signed;

b) the commitment to continual improvement, in particular with reference to the organizational system;

c) to be easily accessed and understood by all employees, including directors and management;

d) to be available to all stakeholders.

12.2 The company shall appoint a representative of management to ensure, independently from other responsibilities, the compliance with all requirements of the present document.

12.3 The company shall ensure that workers choose their representative to facilitate relations with the administration regarding matters of this document.

12.4 The company shall establish and maintain appropriate procedures to assess and select suppliers and contractors based on their capacity to meet the requirements of the present document and give documented evidence thereof.

12.5 The companies must establish and periodically review corporate objectives in relation to the provisions of this Code and to provide procedures for communicating the performances to all stakeholders.

12.6 The companies must ensure that all the requirements of the Code internally are understood and effectively implemented

12.7 In the case of non-compliance or pending disputes on the issues covered in this document and for their resolution the company must prove by objective evidence their adequate management through corrective actions. The company must also develop preventive actions to avoid their recurrence.

12.8 The company will keep a suitable documentation certifying compliance to the requirements of the present document.