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# CODE OF ETHICS

CF: 03816641009  
PI: 03029600230  
REA: VR-228644

Capitale Sociale: € 1.300.000,00 i.v.  
PEC: [agmin.italy@legalmail.it](mailto:agmin.italy@legalmail.it)



Management System approved to the following standard

UNI EN ISO 9001:2015	certificate No. 1809
UNI EN ISO 14001:2015	certificate No. A182
BS OHSAS 18001:2007	certificate No. S106

*This document sets out the policies and directives that rule and represent the basis of both the relationships among employees within the company and of the interactions of the company with other entities with whom it interacts, such as customers, suppliers, reference communities.*



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## AGMIN GUIDE LINES

We, AGMIN ITALY SPA, share a commitment to ensure the highest level of integrity in the conduct of the business and focus on the principles of corporate social responsibility and eco-sustainability.

The integrity and ethics that each of us has always shown in his work characterize the way in which we operate.

Working with a strong sense of integrity is crucial to justify the credibility and trust we have always obtained from our customers, partners, employees and from the community served by the company.

Showing a complete transparency in the conduct of our activity is a top priority for all of us and we must constantly respect the principles of sustainability to ensure our business.

The Code of Ethics represents our commitment to work with honesty and truthfulness in our relations and communications, to avoid socially unacceptable behaviors and to ensure maximum protection of the environment in the conduct of our business.

We expect that the company is managed according to the principles of this Code and that everyone, from the management team to each simple employee, respects it.

Our Code of Ethics includes rules regarding the responsibilities of individuals and of the category itself, the environment and employees, customers, suppliers and other stakeholders.

## OUR OBLIGATION TO COMPLY WITH THE CODE OF ETHICS

Each of us has a responsibility to read and follow this Code of Ethics and to adhere to what prescribed in it as well as to any subsequent amendment. Failure to comply, could result in penal and civil penalties, to be paid by the employee in question, which could also be subject to disciplinary measures.

An additional responsibility is attributed to the management team, who must prove by its actions, the importance of adhering to rules, of leading through its good example and of being available to discuss with employees who have ethical questions to ask for or wish to report possible violations .

Exceptions to the Code may be granted in individual cases, but only in exceptional circumstances and upon authorization of the ownership of AGMIN ITALY SPA.

Each of us has the responsibility to report to his/her supervisor the behaviors that he/she considers to be contrary to law or to the Code of Conduct. If our supervisor is involved in the affair, or is unable or unwilling to adequately manage the problem, we must report the case to the ownership of the company.



## COMPLIANCE WITH THE LAWS AND REGULATIONS

AGMIN ITALY SPA respects and abides by all laws and regulations applicable to its activities.

Therefore every employee working for AGMIN ITALY SPA has the responsibility of observing these laws and of seeking in due time advices about the legal requirements and other legal issues.

Due to the nature of its core business, AGMIN ITALY SPA organizes and manages events in international contexts. Employees engaged in operations abroad are required to know and abide by domestic and foreign laws applicable to the particular context.

## HANDLING EMPLOYEES WITH RESPECT AND PROTECTING HUMAN RIGHTS

In order to protect human rights and promote equal employment, safety in the workplace, a responsible management of environmental issues and high ethical standards, our Code of Ethics shall be applied in the planning and provision of services.

The fundamental human rights of everyone working for AGMIN ITALY SPA should be respected, and no one shall suffer from physical or psychological pain as a result of its work.

We strongly believe that all our employees must be free to peacefully and lawfully join associations, and that they have the right to adhere to collective bargaining when applicable.

AGMIN ITALY SPA does not accept, and obviously does not pursue, child labor.

No employee shall be discriminated because of its race, sex, sexual preference, marital status, pregnancy, maternity or paternity, religion, political opinion, nationality, ethnic or social origin, social status, disability, age, union membership, and so on.

Every employee should know the basic terms and conditions of its employment contract. A top priority must always be attributed to workers' health and safety at the workplace even when, for the nature of services provided, they are temporarily working abroad.

This applies to every aspect of working conditions, including the level of noise, temperature, ventilation, lighting, and quality and access to hygienic services. .

Our suppliers and subcontractors are required to abide by our Code of Ethics and to verify its compliance.

## PROTECTING THE ENVIRONMENT

The environment is important for us and for our stakeholders and therefore AGMIN ITALY SPA is devoted to minimize its environmental impact.

Our main goal with regards to eco-sustainability and environment respect is:

- To minimize the impact on nature ;
- To minimize the impact on local cultures.

AGMIN ITALY SPA is committed to:

- Improve the environmental awareness of all employees
- Continuously improve our environmental performance
- Comply with or exceed the requirements of environmental law
- Reduce the energy consumption in the workplace
- Reduce unnecessary waste of resources
- Collaborate with suppliers to avoid environmental risks

Employees are required to deal with environmental issues in a professional manner, but also to help AGMIN ITALY SPA to develop and exploit the opportunities of the industry to help creating a more sustainable society.



## PROTECTING INFORMATION AND DATA

It is a duty of all employees to protect confidential information of AGMIN ITALY SPA and those of its customers and suppliers.

In fact employees have access to private information of the company as well as private data of third parties, such as financial data, marketing and promotional programs, technical information, information about employees and customers etc.

Access, use and disclosure of such information could damage AGMIN ITALY SPA and third parties too, so employees are not allowed to use and disclosure such type of information without proper authorization.

If the employee is not sure to be authorized for such use, he/she must ask for clarification. Each employee of AGMIN ITALY SPA and all the people working for it under different contract/agreement conditions must:

1. Not disclosure to anyone private information about the company, that AGMIN ITALY has not already made public except to
  - a) people already working for AGMIN ITALY SPA, that have access during their work activities to the type of information involved and have good reason for that;
  - b) other people authorized by AGMIN ITALY SPA to receive them;
  - c) people to whom such information must be transmitted in accordance with the tasks carried out;
2. not access to, not duplicate, not reproduce and not use, directly or indirectly private information, except in the context of tasks and work carried out on behalf of Agmin ITALY SPA;
3. promptly report each eventual improper and illegal use of this information to the manager or ownership representatives;
4. not store private information related to AGMIN ITALY SPA on their home computers.

*AGMIN ITALY's objective is to be recognized as a respectable member of the social and economic trade in which it operates.*

*This focus requires us to be aware and sensible to social and environmental issues and to provide appropriate and adequate replies to questions made by interested entities. Therefore it is crucial to always behave in a socially and ethically aware way.*

*It is fundamental that AGMIN ITALY SPA profile shall be associated to the idea of human rights defense, equal and safe working conditions and eco-friendly practices*

Verona, 25<sup>th</sup> July 2018

Dr Giuseppe Gola  
Founder and Commercial Director