



**Agmin Italy S.p.A.**  
Stradone San Fermo, 19  
37121 - Verona  
ITALY

**www.agmin.it**  
Tel: +39 045 8679222  
Email: [agmin@agmin.it](mailto:agmin@agmin.it)  
Email: [trading@agmin.it](mailto:trading@agmin.it)



*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.*

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. 2621/1  
UNI ISO 45001:2018 Certificate No. 2622/1

## AGMIN GUIDELINES

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.

The overall scope of our Code of Ethics is to set forth the guidelines to operate responsibly and in accordance with high standards of integrity through the development of action-planning programme, with a particular focus on the associated areas related to human rights, labour rights, ethical conduct, sexual exploitation and abuse and environmental responsibility. It is our endeavor to ensure that our employees operate in accordance with the provisions contained in the present Code of Ethics. We embrace the principle of continuous improvement and we do hope to form an open and honest dialogue with our suppliers and partners in order to move toward a common direction of shared values.

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.

## Commitments:

The Group Management considers quality, respect for the environment and the guarantee of a healthy and safe work environment, the cornerstone of its business strategy.

To this end, a Quality Management System has been established in accordance with the following standards: UNI EN ISO9001, UNI EN ISO14001 and EN ISO45001 which will enable continuous improvement to be achieved through a systemic approach. In line with these objectives, the Group Management intends to bring the Company to a continuous organizational and methodological growth.

The Group Management considers a priority the pursuit of customer satisfaction, the improvement of environmental performance and the improvement of the levels of health and safety at workplace, and is constantly and constantly focused towards these elements with the aim of ensuring identification and observance of the requirements and compliance with the applicable laws and regulations.

The Group Management highlights its commitment to the development and improvement of the management system for quality, the environment and safety as well as its effectiveness through:

- the disclosure to the organization of the importance of meeting the requirements defined by the laws and regulations and by the customer;
- the promotion of employee participation in the process of risk prevention, health and safety protection towards themselves, colleagues and third parties, including those relating to the environment;
- the availability, professionalism and adequacy of the resources necessary to implement, keep updated and continuously improve the effectiveness of the Management System and to increase customer satisfaction by referring to its explicit and implicit requirements;
- a systematic approach based on the analysis of risks and opportunities in order to identify the actions and carry out their management, as well as the analysis of the requirements of the parties involved.
- the satisfaction of stakeholders' expectations as a fundamental prerequisite for the creation of value and the promotion of sustainable development.

## 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.

More specifically, Agmin Italy encourage diversity and inclusion in the workplace. We do believe that having a diverse workforce can offer a company a wide range of ideas, skills and resources.

All workers are treated equally and are given the same set of opportunities regardless of their race, age, gender, sexuality, disability, culture or anything else that might be discriminated against. The legislations in place are in existence to ensure that an inclusive working environment is always fostered, and that difference should never prove to be an obstacle in career progression or indeed getting a job in the first place.

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.

## GENDER EQUALITY

*“How important it is for us to recognize and celebrate our heroes and she-roes!”*  
– **Maya Angelou**

With so much attention paid to the issue of gender equality in recent years, you might expect progress to have ensued. However, according to recent researches the "uncontrolled gender pay gap, which takes the ratio of the median earnings of women to men without controlling for various compensable factors, has only decreased by \$0.07 since 2015. In 2020, women make only \$0.81 for every dollar a man makes.”

Agmin Italy Management is strongly committed to support gender equality in the workplace. We do believe that in business, gender equality must be promoted by granting equal treatment and access of female and male employees to opportunities and company resources. This includes employers providing equal opportunities and consideration for promotions; pay raises; desirable, preferred jobs; advancement, and inclusion in decision-making processes.

In the strive for gender equality, a top priority is also given to gender-inclusive language. Language has a key role in shaping cultural and social attitudes and therefore we do believe that using gender-inclusive language is a fundamental way to promote gender equality.

## 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. We give great importance to sustainability and strive to partner with suppliers and manufacturers who share the same values.

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
- Integrate sustainability (social, economic and environmental) into our own activities.
- 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 and practice recycling (and/or reuse) in our company
- Collaborate with suppliers to avoid environmental risks
- Avoid any unnecessary packaging and/or to consider more sustainable alternatives which include but are not limited to using biodegradable or recycled packaging, recyclable packaging, offering a packaging take-back option, packaging in bulk or other means
- Reduce or limit unnecessary travel during the execution of contracts, and give priority to teleworking as much as possible to minimize the creation of emissions. If travel is required, we agree to prioritize where possible.
- Manage hazardous materials and chemicals (monitored, handled, transported, stored, recycled, reused and / or disposed appropriately).



- Manage solid (non-hazardous) waste (monitored, handled, transported, stored, recycled, reused and / or disposed appropriately).
- Monitor water consumption as an appropriate resource.
- Monitor electricity consumption as an appropriate resource.
- Set documented goals to reduce the impact on the environment (this includes, for example, emissions and energy consumption).

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:

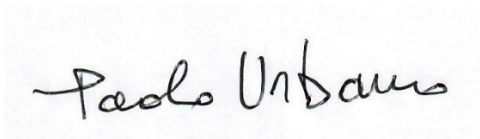
1. Not disclosure to anyone private information about the company, that AGMIN ITALY has not already made public except to
  - a) people already working for AGMIN ITALY SPA, that have access during their work activities to the type of information involved and have good reason for that;
  - b) other people 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 Management 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, 17<sup>th</sup> April 2023



Mr. Paolo Urbano  
Sole Administrator