

ELLE EMME'S ETHICAL CODE



The following ethical code is adopted from the Board of directors of ELLE EMME s.r.l. with the April 28th 2023 deliberator.

It represents the formalization of the essential nucleus of those principles of behaviour and those values, already rooted in the corporate culture of ELLE EMME since its foundation, which the internal and external activity of ELLE EMME conforms and should continue to conform to.

The administrators, the management and the employees should comply to the ethical code; this being extended to any external relations, collaborators, suppliers and customers, preference will be given to those who comply with these principles, while relationships will not be initiated or continued with any who choose not to comply.

The following ethical code is published on the corporate website www.elle-emme.com

- 1. Conformation of the laws**
- 2. Business and accounting management**
- 3. Affairs management**
- 4. Human resources, regularity of work and environment protection**
- 5. Confidentiality and privacy**

1) Conformation of the laws

ELLE EMME, carrying out its internal and external business, acts in compliance with the laws and regulations in form. All business is organized and done following the legislation in form, as well as the principles and procedures created for this purpose.

ELLE EMME demands from its corporate members, management, employees and anyone who represents it, an ethical and correct behaviour, such as not to compromise its moral and professional reliability.

ELLE EMME ensures maximum cooperation with the public bodies, also referring to data and information sharing, set as mandatory from the law, legitimate required from the authority.

2) Business and accounting management

ELLE EMME ensures correct keeping of the corporate books in compliance with the applicable laws.

ELLE EMME ensures compliance with the principles of truthfulness and correctness in the drafting of any legally relevant document in which economic, patrimonial and financial elements are highlighted.

As proof of this, ELLE EMME's Board of directors has voluntarily decided to avail of a certification body, with the deed of 24/10/2019.

3) Affairs management

ELLE EMME fairly competes in the market following competition rules and ethical principles set out, commonly accepted in the conduct of business: legality, transparency, correctness and loyalty; therefore, it does not allow any illicit advantage to public bodies or subjects or private subjects.

The choice of suppliers and the purchase of goods and services must be carried out by the competent corporate structures in compliance with the applicable legislation and internal procedures, according to objective assessments relating to competitiveness, quality, value for money, price and integrity.

4) Human resources, regularity of work and environment protection

ELLE EMME considers its co-operators as the principal factor of its success: starting from this assumption, ELLE EMME protect and value the "human capital", in order to increase and maximize everyone's experiences and skills.

ELLE EMME considers compliance with current legislation on work, safety and prevention to be fundamental.

ELLE EMME guarantees physical and moral integrity, equal opportunities, dignified working conditions and safe and healthy workplace. ELLE EMME guarantees all personnel compliance with current legislation on labour, pay, social security and assistance.

ELLE EMME, carrying out its internal and external business, foresees to protect the environment by ensuring compliance with the regulations in force, through the fulfilment of the expected obligations.

5) Confidentiality and Privacy

ELLE EMME at any level – management, employees, consultants, external co-operators – must maintain confidentiality of news, data, secret and confidential information. External organizations must not share any part of data and information elaborated or learned during the business relationship with any unauthorized person, internal or external. ELLE EMME must use it only in the context of the relative business intended.

The privacy and personal data relating to each director, employee, consultant, customer, supplier who does business with ELLE EMME, are processed by ELLE EMME in full compliance with current legislation on the processing of personal data.