

## **■ GENDER EQUALITY, DIVERSITY, AND INCLUSION PLAN**

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## 1 About the document

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<b>Main related internal regulations</b>	<input type="checkbox"/> Code of Ethics <input type="checkbox"/> Organization, Management and Control Model ex Legislative Decree 231/2001
<b>Main related external legislation</b>	<input type="checkbox"/> Civil Code <input type="checkbox"/> D. Lgs. 231/2001 <input type="checkbox"/> National Recovery and Resilience Plan (so-called NRP) <input type="checkbox"/> D. Lgs. 198/2006, as amended. <input type="checkbox"/> L. 162/2021 <input type="checkbox"/> D. Lgs. 80/2015 <input type="checkbox"/> L. 300/1970, as amended. <input type="checkbox"/> L. 53/2000, as amended. <input type="checkbox"/> L. 68/1999 <input type="checkbox"/> Universal Declaration of Human Rights; <input type="checkbox"/> International Labor Organization (ILO) conventions on fundamental human rights <input type="checkbox"/> United Nations Global Compact; <input type="checkbox"/> UN 2030 Agenda for Sustainable Development and related goals of (SDGs); <input type="checkbox"/> Women's Empowerment Principles of the United Nations; <input type="checkbox"/> European Data Protection Regulation (EU) 2016/679 - (General Data Protection Regulation - "GDPR"). <input type="checkbox"/> UNI/PdR 125:2022 <input type="checkbox"/> SA8000@:2014
<b>Approving Subject</b>	<input type="checkbox"/> Direction
<b>Mode of publication</b>	<input type="checkbox"/> Corporate mail <input type="checkbox"/> Dashboard

## 2 Perimeter of application

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This document is addressed to all individuals working within Lattanzio KIBS Benefit Corporation (Shareholders, Management, Employees, Collaborators).

## 3 Foreword

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### 3.1 Context of reference

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Gender equality, diversity and inclusion are fundamental values for creating an open, respectful and plural work environment where everyone can express their potential. For this reason, Lattanzio KIBS recognizes and intends to guarantee the value of the principles of gender equality, diversity and inclusion as an integral part of its culture and actions, in line with what is expressed in the Code of

Ethics and with the 2030 Agenda for Sustainable Development Goals #5 (Gender Equality) and #10 (Reducing Inequality).

In 2022, Lattanzio KIBS assumed the legal status of a Benefit **Corporation**. The purpose of common benefit is to promote, at all levels, the culture of innovation of institutions and public administrations with the aim of accelerating their modernization as an engine and multiplier of growth in competitiveness, productivity, sustainability, and inclusiveness of the country system.

In pursuing this goal of common benefit in a work environment marked by a corporate culture that expresses a positive impact toward society and the environment, Lattanzio KIBS intends to invest in the growth of its staff, fostering their well-being in both the professional and private spheres, seeking to foster diversity and value the aptitudes and aspirations of everyone, with attention to *gender equality*.

### 3.2 Objectives of the document

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With this document, Lattanzio KIBS defines the principles, tools, and procedures it has adopted and intends to adopt in order to promote respect for gender equality, diversity and inclusion both within its own organization and externally to its stakeholders, sustaining attention to these principles.

## 4 General principles

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Lattanzio KIBS considers equal treatment, respect for diversity and inclusion to be founding principles of its organization and is committed to ensuring fairness through impartial decision-making and creating the conditions necessary for everyone to freely express their value.

To ensure these principles, Lattanzio KIBS protects and encourages a supportive and inclusive culture, and respect for equal opportunity in all its meanings, regardless of gender, marital status, gender identity and affective-sexual orientation, health status, religious faith, political and labor union views, ethnic origin, nationality, age, and condition of different abilities.

These principles reflect the Company's approach to creating a work environment that fosters the overcoming of any bias in relation to gender, age, ability, culture, gender identity, and affective-sexual orientation, as forms of diversity that fuel innovation, productivity, and idea generation to meet daily professional challenges.

Specifically:

- **Genus**

The Company promotes an environment that fosters gender equality at all levels and the overcoming of stereotypes. It engages in policies and actions aimed at promoting gender equality, eliminating the gender gap, and strengthening and supporting the presence of women in key roles and in awareness-raising initiatives and training activities aimed at spreading a culture of gender balance.

- **Age**

The Society promotes labor integration and the development of a multigenerational context in which to enhance and promote the development of individual professionals by facilitating dialogue and knowledge transmission between people of different ages.

- **Skills**

The Company ensure full accessibility to all employees and stakeholders with disabilities to facilitate their active participation in the life of the company by empowering everyone to contribute to the best of the company's processes.

- **Culture**

The Society fosters, supports and encourages openness to confrontation, integration, and multiculturalism both internally and externally, viewing it as a source of knowledge, innovation and creativity.

- **Gender identity and affective-sexual orientation**

The Company promotes the creation of inclusive environments where everyone feels respected and valued, regardless of their gender identity and/or expression or affective-sexual orientation, rejecting and striving to eliminate all discrimination.

## **5 Enforcement of policy on gender equality, diversity, and inclusion**

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In applying the principles described above, Lattanzio KIBS aims to operate towards its employees and all stakeholders with the goal of:

- breaking down all kinds of stereotypes and prejudices, and proactively identifying the elements that constitute an obstacle to the objective elimination of discrimination and penalization, including with reference to even unconscious *cognitive biases*;
- to create relationships based on trust and mutual respect in order to enable people to express themselves to the fullest without the fear of being judged in relation to their gender, marital status, gender identity and affective-sexual orientation, health status, religious faith, political and trade union views, ethnic origin, nationality, age, and different ability status;
- Promote dignity and respect for each individual, not tolerating any form of intimidation, bullying or harassment;
- Use a communication style that is mindful of respect and inclusion;
- Promote equal opportunities throughout working life by (i) providing opportunities for growth and development based on merit and potential, regardless of age and prior background, and (ii) recognizing adequate opportunities for professional fulfillment for both young and older age groups consistent with each person's combination of experience/motivation/ductility;
- Promote work-life balance.

This approach, already part of the corporate culture, is evidenced by:

- Recalls within the company's Code of Ethics to the principles of equal treatment, diversity and inclusion;
- SA8000:2014 certification voluntary and verifiable standard to value and protect all personnel falling within an organization's sphere of control and influence;
- Establishment of a Social performance team to ensure ongoing oversight and monitoring of compliance with principles and behaviors related to equal treatment, diversity and inclusion;

The main macro-environments on which the gender equality, diversity and inclusion policy focuses are identified below.

### 5.1 Recruiting

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Lattanzio KIBS relies exclusively on criteria of objectivity, competence and professionalism in its personnel selection activities so as to guarantee a fair and impartial process without any kind of discrimination and with full respect for equal opportunities.

In particular, the Company adopts a procedure aimed at ensuring transparency and impartiality based on:

- Acquaintance interviews with the Human Resources department;
- tests and assessment tools selected according to the profile sought;
- Evaluative interviews by Managers and possibly Partners;
- Recruitment, following the evaluation process, by management.

### 5.2 Remuneration

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The determination of compensation is based on the principles of transparency and equality and takes into consideration, with unconditional neutrality, autonomy and independence of judgment, criteria such as merit, skills, competencies and performance of individuals, also taking into account the organizational role held.

In order to actively promote the achievement of pay equity, periodically Lattanzio KIBS undertakes to monitor pay trends and develop strategies and initiatives to close any pay gap detected.

### 5.3 Training

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Lattanzio KIBS ensures that all staff can increase their skills and knowledge on topics pertaining to both business activities and the cross-cutting issues inherent in the company's operations. The goal is to facilitate inclusion and integration within the company and eliminate any possible obstacles to the individual's growth resulting from training and information gaps.

For this reason, it has implemented its own "Academy" that manages all corporate training initiatives. The training courses are designed with the aim of evolving people's skills, ensuring inclusion and equal participation, without any distinction regarding gender, age, ability, culture, gender identity and affective-sexual orientation part-time, full-time workers.

Lattanzio KIBS is committed to the implementation of an **Onboarding** path for new entrants to the company (with special attention to interns and apprentices) to facilitate the onboarding and progressive elimination of potential information gaps that may hinder the integration and growth of people within the company.

Lattanzio KIBS through the Academy provides all staff with mandatory basic training on some key topics for the performance of the company's activities (e.g., Safety in the Workplace, Privacy, regulations on D. LGS. No. 231/2001).

Constant **on-the-job shadowing** is provided for each new resource at the time of induction and in the case of changes in business area or field of expertise, to facilitate taking charge of assigned tasks and knowledge of business processes so that the learning and growth process is constantly monitored and adapted to the tasks at hand.

The presence, moreover, of training initiatives that can also be carried out remotely, constitutes an additional element of inclusion and makes it possible to enhance the experience of parenthood and smartworking, as a moment of acquiring new skills for the benefit of the person and the organization, as well as allow the relationship between the person and the company to be protected also in the sense of ensuring constant updates on current initiatives and reducing the information gap when returning from parental leave.

Even upon return from parental leave, mentoring sessions are provided to support employees to ensure alignment on the progress of business activities and scenarios to avoid any kind of knowledge gap that could result in an unwarranted slowdown in career progression.

Lattanzio KIBS invests resources on the development of activities and training courses about gender **equality, diversity, and inclusion** with the aim of keeping awareness high both through in-depth studies on the context and on more specific aspects such as, for example, stereotypes and *unconscious bias*. With specific reference to the theme of gender equality and the culture of non-discrimination, training courses are carried out on the principles of promoting equal opportunity and the relevant legislation to increase the culture internally and foster greater awareness of the issue.

#### 5.4 Staff evaluation

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Lattanzio KIBS uses a performance appraisal process and career processes in accordance with the principles of impartiality, proportionality, and competence, taking into account the organizational role held, in full compliance with the principles of equal opportunity, inclusion and non-discrimination.

The objective of this process is to ensure alignment between individual and corporate goals by promoting listening and discussion.

#### 5.5 Work-life balance

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Lattanzio KIBS recognizes the importance of work/life balance, with a view to enabling everyone to fulfill his or her personal and professional ambitions and aspirations and to not penalize the most vulnerable groups.

Lattanzio KIBS implements:

- hourly flexibility measures in and out as attested by the standard working time disclosure;
- telecommuting and/or smartworking. The Company adopts more flexible measures with human resources returning from maternity leave, including ad hoc arrangements to encourage a better work/life balance option;
- part time and leave for personal reasons or study/research.

Lattanzio KIBS provides staff with a **corporate welfare plan** as an additional tool to support its human resources to provide a complementary tool to public welfare.

#### 5.6 Communication and outreach

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Lattanzio KIBS promotes within its organization the use of respectful language and behaviors toward all to avoid any discriminatory and offensive approaches and uses gender equality and diversity-conscious vocabulary in its own deliverables and external communications.

Lattanzio KIBS is committed to wide internal dissemination of the plan on gender equality diversity and inclusion and the tools put in place to enable employees to actively participate in the company's policies on the matter including through observations, complaints, or reports of abuse. To this end, Lattanzio KIBS is committed to periodically disseminate information on the status of the

implementation of the initiatives in place through the presentation of the progress of human resources indicators.

Lattanzio KIBS ensures adequate representation of women in business meetings, conventions, and institutional appointments promoted by both the company and external parties.

Lattanzio KIBS monitors the reporting of gender equality, diversity and inclusion aspects in the Non-financial Statement and Integrated Financial Statements and the effective application of the principles enshrined in this document. This monitoring activity includes, when fully implemented, the assessment of specific KPIs on predetermined targets.

Confirming its commitment to these issues, Lattanzio KIBS also invests in gender equality initiatives through participation in international and national networks:

- Since 2016, she has been among the signatories of the Women’s Empowerment Principles (WEPs) Charter <https://www.weps.org/> established by UN Women and the UN Global Compact for the advancement of women in society;
- was the evaluator of the approach used by UN Women to integrate gender equality and women’s empowerment in the development and implementation of policies and programs in the humanitarian field;
- at the national level, as part of the association activity in Confindustria Assoconsult, participates in the work of the Diversity & Inclusion and Women’s Leadership sector (<https://www.assoconsult.org/>);
- in 2019 launched the first Observatory on Women’s Employment, the second edition of which validated the first major mentorship project aimed at female profiles rising to management positions called “CEO Factory”.

## 5.7 Choosing freelance experts

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In the activity of selecting freelance experts, Lattanzio KIBS relies exclusively on criteria of objectivity, competence, and professionalism so as to ensure a fair and impartial process without any kind of discrimination in full compliance with the principle of equal opportunity and non-discrimination.

In addition, Lattanzio KIBS is committed within the contract standards to include express termination clauses in case of behavior in violation of the principles on gender equality, diversity, and inclusion.

## 6 Monitoring and control

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### 6.1 The Steering Committee

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The Steering Committee is appointed by the Governing Body is responsible for monitoring the progress and implementation of policy and strategies related to gender equality, diversity, and inclusion.

The steering committee consists of a management representative, who is responsible for human resources, and an employee representative (the elected representative for the SA 8000 standard), is responsible for monitoring the progress and implementation of principles and strategies related to gender equality, diversity, and inclusion.

The Steering Committee coincides with the Social Performance Team appointed for SA 8000.



The functions of the Steering Committee include:

- Risk mapping related to areas of potential criticality regarding gender equality, diversity, and inclusion;
- Identification of corporate policy improvement actions;
- Monitoring the status of implementation of gender equality, diversity and inclusion policies and related key indicators by highlighting any deviations from what was planned;
- Conducting periodic audits of performance on planned policy matters and areas for improvement;
- processing of observations, reports, and complaints by informing the Management and coordinating the resolution of problems with a view to giving support and concrete contribution to the interested party who is a victim or witness of forms of abuse, offense or phenomena of impropriety or illegality.

With a view to ensuring control over conduct within the company, as provided for in the Code of Ethics, any employee and/or interested party may file a complaint in relation to facts and/or occurrences having the nature of abuse, offense, or illegality occurring in or related to the work environment and contrary to the principles of gender equality and social responsibility. The complaint may be in an anonymous form. The Company guarantees the utmost confidentiality on the facts reported or highlighted, within the limits of freedom of investigation, undertaking to investigate even in the case of anonymous reports.

Complaint reports concerning issues of social responsibility, gender equality and non-discrimination can be sent to the **dedicated non-discrimination and equal opportunity desk** at [csr@lattanziokibs.com](mailto:csr@lattanziokibs.com) or addressed to the SA 8000 Workers' Representative.

The Company makes available a whistleblowing channel, dedicated to reporting, even anonymously if it is circumstantiated, illegal or illegitimate conduct or behavior that constitutes or may constitute a violation, or inducement to violate this Plan. The channel can be reached through the following link <https://lattanzio.whistlelink.com>

## **6.2 Corporate compliance**

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To provide greater transparency to the entire process, the Compliance Team will be able to operate independently of the Steering Committee and verify through periodic audits compliance with procedures regarding policy monitoring and stakeholder processing of reports. The Compliance Team will also be able to provide support to the Certifying Body in the quality standards compliance audit processes.

## **6.3 Periodic surveys**

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To amplify the effectiveness of the company's gender equality, diversity and inclusion policies, it is also planned to conduct annual internal surveys to observe employees' knowledge and awareness of the procedures and tools fielded by the company and their propensity to use them.

## 7 Roles and responsibilities

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As part of the establishment and implementation of the policy on gender equality, diversity, and inclusion below are the main management bodies as per the approved corporate organizational chart:

- the Administrative Body
  - Approves the plan on gender equality, diversity and inclusion;
  - is briefed periodically on the progress of policies and the performance of indicators, to verify compliance with policies and implementation of strategies and take action on any reports on non-compliant behavior;
- the Steering committee
  - formulates proposals for corporate strategy on gender equality, diversity and inclusion, defining initiatives, targets and action plans;
  - Monitors the implementation of the policy, relevant processes and key indicators, implementing any corrective actions;
  - Captures any reports of behavior that does not comply with the policy and manages follow-ups;
  - Provides input for the dissemination, management, and application of the activities in the above points at the group level as well.
- the Compliance Team
  - Ensures the correct application of procedures and verifies the evolution of the scenario in line with the standards set by company policy and quality certification, including by performing periodic internal audits;
  - Supports the certifying body in the planned audit and control activities;
- the Communication Team
  - takes care of the promotion activities of the policy and related initiatives to external and internal stakeholders ("stakeholders"), strengthening its positioning, including through the care of communication activities aimed both internally and externally.