

CODE OF CONDUCT

Sitip code of conduct states the fundamental principles that suppliers of goods and services, as so as factories and supply chains, should accomplish to guarantee that their products are produced in accordance with the essential human rights, without any exploitation of child labour and respecting the local law for health and work safety.

Forced or Involuntary Labour: employer will never use forced labour, included labour provided by inmates, nor binding or forced labour, nor human being traffic, slavery or any other form of forced labour.

Abuse and harassment: all the employees have the right to respect and human dignity and no one can be subject to any abuse or physical, sexual, psychological, and verbal harassment.

Non-discrimination: no worker will be object of any form of discrimination at work, nor in recruitment, nor in wage, nor in career, nor in discipline, nor in firing, nor in retirement, due to his gender, race, religious beliefs, age, disability, sexual orientation, nationality, political opinion, social, culture.

Respecting laws on workplace: employer will respect and conform to laws and regulations in force wherever he will operate, respecting the rights established by the laws and by regulations on social and labour protection, both at national and international level.

Freedom of Association and the Right to Collective Bargaining: all the employees have the right to take part or set up unions as well as to take part to the collective bargaining. Employer will respect such activities and promotions. Union representatives will not be harassed and will have the possibility to perform their functions on the workplace.

Child labour: no-one can be employed if under the minimum age for admission to the work laid down by the legislation in force and, in any case, only after completing compulsory legal education, in accordance with local regulations. Children under the age of 18 may not be employed in night work and under conditions of particular risk, to protect their health, physical, mental, spiritual, moral and social development.

Working time and pay: working hours, rest periods, breaks, holidays and overtime must be recognised in accordance with national rules, agreements sector, company contracts and/or internal agreements, also their correct recognition and remuneration determined by current legislation must be guaranteed.

Health, safety and the workplace: the employer must ensure a safe and hygienic workplace, taking into account each specific sector risk. Measures and procedures should also be taken to eliminate or, where not possible, minimise the risks present at work. Employees must receive all the information and training required by current legislation on safety and health at work. They will also need to be properly educated and trained in their duties. During the production process, any harmful effects on the environment, the use of natural resources must be minimized, safeguarding people health and safety, making use of environmentally friendly processes.

Confidentiality: during the relations between customers, suppliers, representatives, workers, all the confidential information and industrial or commercial secrets, relating to their activities, their products, their designs, may be made available, along with its own patented or patentable inventions, its own trademarks and logos, its own production processes, testing, analysis, research and results, current or potential developments of its own products and production processes, technical and scientific specifications and data on its products and processes, projects, design, know-how, commercial information on customers, suppliers, agents, strategies, studies and marketing plans, and financial and corporate information. All this information is strictly confidential and must therefore be of a secret nature for the duration of the relationship between the parties, avoiding any disclosure or communication to third parties.