

# **SOCIAL RESPONSIBILITY POLICY**

## **in accordance with standard SA8000:2014**

Top management has undertaken to operate consistently with the principles of standard SA8000 through transparent methods and systems aimed at identifying and meeting the expectations of its main stakeholders: customers, suppliers and employees.

This SA 8000 Policy is applicable to all Bouygues E&S Italia S.p.A. entities and operations, all office sites and datacenters, regardless of their location, which are under the responsibility of Bouygues E&S Italia S.p.A.

The consistency of the Social Responsibility Policy with current corporate strategies is evaluated by Management and periodically reviewed for congruity with corporate logic.

Its adequacy is ensured by independent third-party verification.

With the SA8000 certification and the associated continuous improvement project, management has formally assumed responsibility for the following commitments:

- comply with national, EU and international employment and workers' rights legislation, and to comply with the provisions contained in official documents and their interpretations;
- maintain social responsibility requirements over time and adapt to any new requirements;
- ensure the periodic monitoring and continuous improvement of the management system implemented by defining specific objectives for improvement during the meetings of the Ethics Committee, and to verify that they were achieved, also through a panel of significant indicators;
- ensure that all personnel receive adequate training and information on ethics and social responsibility;
- raise awareness of the principles social responsibility contained in the SA8000 standard among suppliers;
- carry out first-party audits to ascertain compliance with social requirements and then take any necessary corrective and preventive action;
- document the commitment to Corporate Social Responsibility and communicate it to stakeholders, also by drafting a Social Responsibility Report.

The SA8000 Management Representative was appointed and the Workers' Representative for SA8000 was elected.

The Social Performance Team was established to be the body in charge of implementing and monitoring the SA8000 Management System.

This Policy is developed and kept consistent wherever possible with the coexistence of the Policies, the Integrated Management System, the Code of Ethics, and the Organization and Management Model ex Legislative Decree 231:2001. This Policy has been developed and reviewed within the SPT.



**Form 5.1.1.1  
Social Responsibility  
Policy**

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**POLICIES AND PRINCIPLES**

Management and all Management verifies and ensures continuous compliance with the basic requirements of SA 8000. In connection with this, it has long established and adopted a Code of Ethics in compliance with these basic requirements.

<b>Element</b>		<b>The organisation's commitment</b>
<b>1. Child labour</b>	The organization will not engage in or support the use of child labour; procedures for the remediation children who may have been employed will be established and adequate support will be provided to enable such children to attend school; procedures must be established that in any case can promote school attendance; hazardous situations must be avoided.	Special procedures have been established and implemented to ensure that: - no one under the age of 16 is hired; - knowledge of its ethical policy is made known both workers and stakeholders - suppliers are monitored in order not to become an accessory to the exploitation of child labour.
<b>2. Forced and Compulsory labour</b>	The organization will not engage in or support the use of forced or compulsory labour; nor shall personnel be required to pay deposits with the company upon commencing employment.	Under no circumstances do we require hired personnel to deposit monies or original identity documents. We do not use cameras or forms of surveillance that exerts control over workers in the performance of their duties. We reject any form of coercion against staff.

Element		The organisation's commitment
<b>3. Health and Safety</b>	The organization shall provide a safe and healthy workplace; a safety and prevention management representative must be appointed; adequate training must be provided for all personnel; Potential health risks should be identified and addressed	<p>It is our duty to ensure safety at work, therefore:</p> <ul style="list-style-type: none"> <li>- we have fulfilled our obligations required by health and safety at work regulations;</li> <li>- we have appointed a Prevention and Protection Service manager;</li> <li>- we guarantee that workers have the opportunity to elect a Worker's Safety Representative;</li> <li>- we have arranged for information to be provided for new personnel;</li> <li>- we provide periodic training for all staff and provide information materials;</li> <li>- we have provided and provide personal protective equipment to all workers free of charge;</li> <li>- we have nominated first aid personnel;</li> <li>- we have nominated fire prevention personnel;</li> <li>- we have contractual relationships with qualified maintenance companies.</li> </ul>
<b>4. Freedom of Association and the right to collective bargaining</b>	All personnel shall have the right to join and organise trade union(s) of their choice; they are entitled to collective bargaining; workers' representatives must not be subjected to discrimination in the workplace and must be allowed to communicate with their members; in situations where the right to association is restricted under law, they must be facilitated through the use of alternative means	<p>We guarantee all workers:</p> <ul style="list-style-type: none"> <li>- compliance with trade union rights;</li> <li>- the prevention of any form of discrimination against members or union representatives.</li> </ul>

Element		The organisation's commitment
<b>5.Non-Discrimination</b>	The organisation shall not engage in discrimination in relation to: race, social class, country of origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition which could result in discrimination; conduct, including gestures, language and physical contact, which is threatening, offensive, aimed at Exploitation or sexually coercive is permitted.	Staff are recruited according to competence, experience and education. Salaries are calculated according to the duties carried out when applying the Italian national collective bargaining agreement (CCNL). All staff are guaranteed education and training; career advancement depends on the abilities of individual workers and corporate organisational needs. Dismissals are only carried out in cases permitted by law.
<b>6.Disciplinary practices</b>	The organisation shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel.	We reject all disciplinary practices not provided for in the CBA and the WORKERS' STATUTE. If unavoidable, we only apply disciplinary measures as provided for in the CBA, in order to uphold the correct rules of conduct towards customers, colleagues and management.
<b>7.Working hours</b>	Working hours must conform to the provisions of applicable laws and the industry standard; if national legislation is less restrictive than the SA8000 requirement, the working week must not exceed 40-hours with one day off; overtime must not exceed 12 hours per week, must be voluntary and higher paid; in the event of a collective bargaining agreement, the request to carry out overtime work must be in accordance with such agreement.	We apply the working hours established by the CBA: -we reimburse overtime at a premium rate as required by the CBA of the sector; we guarantee days off.

Element		The organisation's commitment
<b>8.Remuneration</b>	Personnel must be paid a minimum legal wage; wages shall be sufficient to meet the basic needs of workers and to provide some discretionary income; the Pay slip must be clearly and regularly detailed; the remuneration must be rendered in accordance with legal requirements and in the manner most convenient for the worker; labour-only contracts and/or false apprenticeship schemes must not be used to avoid meeting social security obligations	We guarantee employee wages corresponding to the national CBA of the sector'. We regularly provide a pay slip with a description of the items making up the remuneration. We provide advice on how to obtain family allowances. We guarantee that all types of employment contracts (fixed term, apprenticeships) are handled in the correct manner.

## REPORTS

Where workers, either individually or organized in their union representatives, feel that one or more of the principles of SA 8000 have not been consistently applied, or feel that there are issues that may have an effect on SA 8000 compliance, they may send a formal complaint using the channels below. In order to keep the System active, and have a socially responsible Organization, the active participation of all workers and stakeholders involved is essential.

Complaints can be sent by email to their SA 8000 representatives, the SA 8000 Management System Manager or any of the SPT members through the email addresses on the Social Responsibility page on the company intranet and found in the internal procedure PR\_5.6\_Reclami\_SA8000.

It should also be noted that the complaint can also be sent by all interested parties, including workers, to:

- Certification Body GCERTI ITALY Assessment & Certification Srl - email: segnalazioni@gcerti.it
- SAAS - email: saas@saasaccreditation.org
- SAI - email: info@sa-intl.org
- Whistleblowing by Bouygues E&S Italia S.p.A.



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The policy and the SA8000 Standard are clearly and visibly displayed in an appropriate and understandable form both in the workplace and on the company website.

The body responsible for the SA8000 standard is the SAI: Social Accountability International 15 West 44th Street

| New York, NY 10036 Phone: 212-684-1414 | Fax. 212-684-1515 Email: info@sa-intl.org

**Bouygues E&S Italia S.p.A.**

A handwritten signature in black ink, appearing to be a stylized name, positioned below the company name.