



GESSE S.P.A. VISITOR POLICY

Guidelines for correct and responsible behaviour to access the workplaces

Serravalle Sesia, 30 January 2023

To all contractors of Gessi s.p.a.
Third parties who for various reasons intend
gaining access to company premises

1. Foreword

Gessi s.p.a. (hereinafter: “Gessi” and/or the “Company”) recognises the protection of safety in the workplace as being of fundamental importance within the company organisation. In fact, the Company is committed to spreading and consolidating a safety culture by promoting responsible and safe behaviour by all those who intend to enter company premises. In particular, Gessi has prepared a specific “Workplace visitor policy” (hereinafter: Policy) to manage the daily flow of people entering and leaving the company, thus guaranteeing high standards of safety and efficiency in welcoming and managing the people present in the Company premises. This Policy therefore defines certain procedures and rules of conduct that it is necessary to know and comply with in order to access the Company premises, guaranteeing the safety and security of everyone.

2. Recipients

This Policy is addressed to the Contractors who are required to perform their contractual obligations to Gessi in the Company premises (hereinafter: the “Contractors”), as well as to all third parties who, for various reasons, intend to gain access to the Company areas (hereinafter: the “Visitors”, jointly with the Contractors hereinafter: the “Recipients”), as the case may be, as indicated in this Policy.

Nothing in this Policy is intended to replace the more stringent provisions set out in a specific contract between the Company and the contractor.

3. Rules of conduct

A. Rules for occasional visitors

Occasional Visitors with whom Gessi has no business relations may only enter the Company premises from the main entrance and at the times and in the manner agreed with Gessi by telephone or in writing. Visitors may also access company areas only following identification by the secretary, who will inform the internal contact person of the visitors’ arrival. Access to company areas is therefore only permitted with specific approval and if accompanied by authorised internal staff. Upon entering the company, visitors may be asked to show an identity document and sign the privacy policy. The reception may use information technology to register, identify and enable access to company areas by Visitors. The latter may also be granted Wi-Fi access, subject to signing the relevant form and/or authorisation from the relevant contact person. Visitors must not in any way allow improper entry or exit by any other person. Entrance doors to the company cannot be left deliberately open and visitors are not allowed to roam freely around the Company premises without the supervision of the internal contact person. Gessi is not responsible for Visitors’ personal items left in the company premises.



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B. Rules for External Contractors

Contractors with whom Gessi has business relations may only enter the company areas from the main entrance and at the times and in the manner agreed in writing with Gessi. Contractors shall be precluded from entering the company through secondary entrances. If it is deemed necessary, contractors may be asked to show an identity document and sign the privacy policy. Before carrying out the activities agreed upon in writing with Gessi, the Contractors shall be given a temporary badge in order to verify the hours worked. Following delivery of the badge, the Contractors shall be obliged to:

- always punch in and out, when entering and leaving the Company premises;
- wear and display your badge in company areas;
- keep your badge properly;
- avoid other persons to use your badge;
- promptly report any loss of the badge (the cost of issuing a duplicate shall be borne by the Contractor);
- return the badge at the end of the contractual relationship.

C. Rules for all recipients

During their stay in the company, the Recipients must behave with care and attention. They will be liable for any damage caused to properties in the company.

Recipients are forbidden to bring onto company premises electronic instruments and other objects or materials, including strictly personal ones, that may conflict with Gessi's security requirements.

Recipients who have gained access to company areas may use the Company's electronic systems and tools only if authorised by their contact person and in any case in compliance with the applicable regulations.

Recipients shall treat all information of the Company, its customers and business partners that is not in the public domain and that they have come to know in any way during their relationship with Gessi and/or in any case when visiting the Company's buildings, with honesty and confidentiality, as well as in compliance with internal policies and current regulations. Recipients are required to take all necessary precautions to protect the confidentiality of this information. Moreover, the Recipients shall not use this information in any way whatsoever, except as expressly permitted by Gessi in writing and/or what is strictly necessary for the execution of the agreements concluded with Gessi.

Gessi shall remain the sole owner of all assets, whether tangible or intangible, intellectual and industrial property rights, as well as any knowledge or information obtained by the Recipients in the performance of the activities carried out for Gessi or in any case during the visit to the Company's buildings, unless otherwise agreed in writing between the parties.

4. Cooperation with the company

Gessi is convinced that the cooperation of all Recipients is valuable to ensure high standards of safety in the workplace. The Company therefore encourages the Recipients to promptly report any alleged or ascertained violation of this Policy. For any report of an alleged or ascertained violation, you can contact Gessi using the following address: sicurezza@gessi.it. The Company will act against the authors of possible offences proceeding in the manner provided by law. As always, our company is at the full disposal of all Recipients for any doubts and clarifications concerning the rules of conduct set out in this document. For any request for information in relation to this Policy, including its interpretation and application, you can contact Gessi using the following address: sicurezza@gessi.it.



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5. Compliance with this Policy

All Recipients are required to scrupulously comply with the rules of conduct indicated in this document. In addition, and as far as not provided for in this Policy, it is specified that each Recipient shall operate in full compliance with Gessi's Code of Ethics. In addition, the Recipients who avail themselves of the collaboration of third parties shall make sure that such third parties comply with the principles and duties set forth by this Policy, it being understood that, in any case, each Recipient shall be responsible for any omissions or violations of the Policy by his/her collaborators.

6. Liability and sanctions

By entering the company, you acknowledge to have read and understand the content of the Policy and to undertake to comply with the rules contained therein. Compliance with this document by the Contractors shall be considered an essential part of the contractual obligations assumed by them towards the Company. Any breach of the rules of conduct indicated herein may constitute a breach of contractual obligations, with all legal consequences, including with regard to the termination of the contract and/or assignment, and may entail the payment of compensation for damages arising therefrom.

Should Gessi's employees allow the Recipients of this Policy to violate the rules contained herein, this conduct may constitute a breach of the primary obligations of the employment contract as well as a disciplinary offence, in compliance with the procedures set forth in Article 7 of the Workers' Statute and with all legal consequences, including with regard to the preservation of the employment relationship. Moreover, violation of this Policy may entail compensation for damages arising therefrom. Finally, without prejudice to the hypotheses of disciplinary liability for employees, it should be noted that the violation of the rules contained in this Policy may also be a source of civil and/or criminal liability of the Recipient if the legal requirements exist.

7. Final Provisions

This Policy is brought to the attention of Recipients through appropriate communication activities.

Any changes and/or additions to this Policy will be approved in writing by our company and will be promptly disseminated to the Recipients.

Date of last modification: on 06. 2024