



## CODE OF ETHICS OF WORK CONDUCT

### Introduction

Social and environmental responsibility in our product manufacturing.

### Labour Standards:

#### 1 Child Labour

- We only employ those who Are 16 years of age or higher.
- We will only allow **hazardous or overnight work** to be carried out by those over the age of 18. We define 'hazardous' work as being any task that will negatively impact on the health and safety of a young person or that will harm physical, mental or social development.
- We provide **health checks** for workers

#### 2 Discipline

- We will not tolerate an intimidating workplace or threaten to, or engage in, any form of physical, psychological, sexual, or verbal abuse against employees.

#### 3 Forced Labour

- We will not use **forced, bonded, indentured, compulsory** or involuntary **prison labour**.
- We will not directly or indirectly engage in or support **human trafficking**, by recruiting, transferring, harbouring or receiving a worker using threat, force, coercion or deception.
- We will not require employees to lodge financial **deposits** or **identity documents** in order to secure or retain employment.
- We will not prevent **free movement** of employees to and from the site or accommodation unless this will compromise their safety or the safety of other workers. Their movements will not be controlled by security guards e.g. being followed during breaks.

#### 4 Discrimination

- We will, without exception, treat employees, in all circumstances, on the ability to perform their jobs, and not on the basis of any personal characteristics or beliefs of any kind.
- We will treat all **potential recruits** fairly.
- We will not test potential recruits for **pregnancy** except where required by national laws or regulations because the nature of the work is unsuitable if pregnant.

#### 5 Wages

- We will pay wages in line with **local minimum wage** laws or local industry benchmarks, whichever is higher.
- We will also strive to pay wages that **meet 'basic' needs**, where legal or industry standards do not do so.
- We will meet local legal requirements for **overtime** or local industry benchmarks, whichever is higher. Where local law does not stipulate a rate for overtime, we will pay a premium rate or local industry benchmarks, whichever are higher.
- We will provide all employees with **written terms of payment** as well as pay slips covering each pay period.
- We will provide all employees with mandated **benefits** as required by local law.
- We will only make **deductions** from wages if they are required to do so by national laws i.e. social security contributions



## 6 Hours

- We will comply with local laws on **working hours**, or local industry benchmarks, or ensure a standard 40 hour working week, whichever affords workers greater protection.
- We will comply with local laws on overtime, or not allow more than 12 hours of **overtime** a week on a regular basis, whichever affords workers greater protection.
- We will provide at least one **day off** after every 6 consecutive days.

## 7 Freedom of Association/Collective Bargaining

We will not interfere in the right to form or join a **trade union** and will create an open environment for trade union activities and will not discriminate against trade union members

## Modern Slavery and Human Trafficking

Serifoto, through our policies and practices, is committed to ensure that there is no modern slavery in our business operations and supply chain. Our ethical business practices are designed to protect workers from being abused and exploited. Transparency plays a major role in preventing all forms of modern slavery taking place in an organization.

## Health and Safety

- We will appoint a **senior manager RSP** to oversee the implementation of health and safety requirements at each facility.
- We will maintain a **clean, safe and healthy work place** that comply with all local legislation and includes access to toilet and drinking water facilities.
- We will put reasonable **measures** in place **to prevent fire, accidents, injuries, and causes of hazards** in a working environment.
- We will provide relevant **information, instruction, and training** for all employees, to ensure health and safety onsite and to raise awareness of potential risks.
- We will provide, where necessary, **protective clothing and equipment** to prevent accidents and exposure of employees to hazards.
- We will provide measures to deal with emergencies and accidents, including first- aid arrangements.
- We will communicate **emergency and evacuation procedures** to workers in a language that the workers understand.
- We will designate a safe **assembly point** for emergency situations.
- We will run regular **evacuation drills**.

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