



## TITLE 1: DISCIPLINARY CODE GENERAL PRINCIPLES

### ART. 1-14

In addition to containing a number of important behavioral norms that must be scrupulously observed by all Personnel, these Regulations also include a list of infractions and related sanctions as well as an indication of the procedures for disciplinary disputes in accordance with the provisions contained in the relevant CCNL and in compliance with the principles and criteria set forth in Article 7 of Law No. 300 of May 20, 1970. Subordinate workers of T.I.S. srl, in addition to lending their working energies according to the general duties of diligence, loyalty, fairness, and good faith, must refrain from carrying out other activities in competition with that of the Company, must comply with company regulations by adhering to the precepts of this Disciplinary Code, as well as those professed verbally by the Administration, compliance with which is also required pursuant to and for the purposes of Article 2104 of the Civil Code. Each employee, therefore, is required to be familiar with the Disciplinary Code, actively contribute to its implementation and report any shortcomings. The Company is committed to facilitating and promoting workers' knowledge of the Code and trusts in their constructive contribution to its contents. Any conduct contrary to the letter and spirit of the Disciplinary Code will be sanctioned in accordance with the provisions of the Code itself. T.I.S. srl through the persons in charge, will carefully monitor compliance with the provisions of this Disciplinary Code, preparing adequate information, prevention and control tools, ensuring the transparency of the operations and behaviors implemented, intervening, if necessary, with corrective actions. The Disciplinary Code will be delivered to staff, posted on the company bulletin board as well as published on the company intranet. Anyone wishing to receive information about it may contact: [irene@tissrl.com](mailto:irene@tissrl.com)

#### 1. ADDRESSEES AND SCOPE OF THE CODE

Moral integrity is a constant duty of all those who work for T.I.S. SRL and characterizes the behavior of its entire organization. The rules of the Code apply without exception to employees, collaborators, administrators and all those who work and cooperate to achieve the objectives of the Company. Top management in setting business objectives is guided by the principles of this Code. It is the responsibility of those who occupy top positions in the company's organization chart, first of all, to give substance to the values and principles contained in the Code, taking responsibility for the internal and external aspects and strengthening confidence, Cohesion and team spirit. The workers of the T.I.S. SRL, in compliance with the law as well as with collective and individual agreements, will adapt their actions and behavior to the principles, objectives and commitments provided for by the Code. All actions, operations and negotiations carried out and, in general, the conduct put in place by the workers of T.I.S. SRL in the performance of their work activities, are inspired by the utmost fairness from the point of view of management, completeness and transparency of information, legitimacy under the formal and substantive aspects and clarity and truth in accounting findings in accordance with current regulations and internal procedures. T.I.S. SRL through its human resources, actively and fully cooperates with the Authorities in charge of administration, security and regulation of justice in the territory. All activities, in the Company, must be carried out with commitment and professional rigor. Each worker must make professional contributions appropriate to the responsibilities and duties assigned and must act in a manner that protects the prestige of the Company. Relations between employees at all levels must be based on criteria and conduct of fairness, good faith, cooperation, loyalty and mutual respect.

**T.I.S. s.r.l. TRASPORTI NAZIONALI E INTERNAZIONALI - SPEDIZIONI SERVIZIO CONTAINER - IMBALLAGGI - CUSTODIA MOBILI**

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## 2. COMMITMENTS BY THE EMPLOYER

The Company will ensure:

- The maximum dissemination of the Code to employees, contract workers, collaborators by direct delivery, as well as to partners by publication on the company website;
- the deepening and updating of the Code in order to adapt it to the evolution of civil awareness and regulations of relevance to the Code itself; the provision of every possible cognitive and clarification tool regarding the interpretation and implementation of the rules contained in the Code;
- carrying out checks on any news of violation of the rules of the Code, the assessment of the facts and the consequent implementation, in the event of an ascertained violation, of adequate sanctions;
- extended protection against retaliation, of any kind, that may result from having provided news of possible violations of the Code or referenced standards.

## 3. ADDITIONAL OBLIGATIONS FOR CORPORATE OFFICERS

Each corporate officer (as provided in the corporate organizational chart) is obliged, in addition to complying with the above provisions, to:

- Setting an example for all employees by their behavior;
- Directing employees to comply with the Code and personnel management regulations in accordance with the specified procedures, as well as urging them to raise problems and issues regarding the regulations;
- working to ensure that employees understand that compliance with the rules of the Code is an essential part of the quality of work performance;
- carefully selecting, to the extent of their competence, workers and external collaborators in order to prevent assignments from being given to persons who do not give full reliance on their commitment to abide by the rules of the Code;
- Promptly report possible and/or feasible cases of violations of regulations to their superior, or to the Technical Department to which they belong/reference, on their own detection, as well as on news provided by employees;
- take immediate corrective measures when required by the situation;
- prevent any kind of retaliation.

## 4. OBLIGATIONS FOR ALL EMPLOYEES

Every worker is asked to be familiar with the provisions contained in the Code, a copy of which will be given to each of them for this purpose. Employees of the EMPLOYER are obliged to:

- To refrain from conduct contrary to the regulatory provisions stipulated in this Code;
- contact their superiors in case of need for clarification on the methods of application of the same;
- promptly report to superiors: - any news of direct detection or reported by others, regarding possible or feared, even if possible, violations of the Code; - any request has been addressed to him aimed at soliciting the violation of the rules of the Code;
- collaborate with the structures in charge of verifying possible violations.

If after reporting the news of a possible violation, the worker feels that the matter has not been adequately addressed or that he or she has suffered retaliation, he or she may refer the matter to Personnel Management. The worker may not conduct personal investigations, or report the news to anyone other than his or her superiors or Personnel Management.

## 5. ADDITIONAL OBLIGATIONS FOR EMPLOYED WORKERS

Each worker is, likewise, required to report to his or her workplace with his or her uniform neat and clean and/or with clothing in keeping with the image of the Company. He or she must, in addition, have an appearance that complies with sanitation standards, and must maintain a respectful attitude toward the public and colleagues that projects an image of high professionalism, competence and education to the outside world. As for the workers, it is made obligatory for them not to wear rings, bracelets and necklaces that may be dangerous for the performance of the service. The lender is, along with the Company's premises, the main point of contact through which the Company offers itself to its public. All workers and Management contribute their professionalism and working energies to the achievement of excellent quality levels in meeting standards of quality, service and cleanliness. Actions or omissions that cause a lowering of these levels may be subject to disciplinary action and sanctioned with suspension from work and pay from one to three days. Every employee must comply with the regulations set forth in the national collective bargaining agreement and these Regulations. It is up to the Management to enforce the disciplinary rules. All infringements of current legislation, the relevant National Collective Labor Agreement (CCNL) and this Disciplinary Code will be subject to a disciplinary dispute. For matters not expressly provided for in these company regulations regarding discipline, reference is made to the National Collective Labor Agreement.

## 6. VALIDITY OF THE CODE VIS-À-VIS THIRD PARTIES

With regard to third parties, all employees of T.I.S. SRL, by reason of their competencies, will take care of:

- adequately inform them about the commitments and obligations imposed by the Code;
- require compliance with obligations that directly affect their business;
- take appropriate internal and, if within its competence, external action in the event of failure by third parties to comply with the Code's standards.

## 7. REFERENCE STRUCTURES, IMPLEMENTATION AND CONTROL

The Human Resources Department of the Company assumes the task of:

- Establish criteria and procedures designed to reduce the risk of violating the Code;
- Promote the issuance of guidelines and operating procedures by participating with relevant units in their development;
- Prepare communication and training programs for workers aimed at better understanding the objectives of the Code;
- to promote and verify knowledge of the Code and its implementation;
- reviewing reports of possible violations of the Code, promoting appropriate audits;
- communicate to the Management the results of the relevant checks for the adoption of any sanctioning measures;
- inform the competent structures of the results of the relevant checks for taking appropriate measures;
- Promote all useful initiatives for the greater dissemination and updating of the Code;
- Activate the initiatives deemed appropriate also in order to prevent the recurrence of the violations ascertained;
- Intervene upon the employee's report in cases of reports of possible Code violations deemed not to have been duly addressed or retaliation suffered by the employee as a result of the news report.

## 8. CONTRACTUAL VALUE OF THE CODE

Compliance with the rules of the Code must be considered an essential part of the contractual obligations of the human resources of T.I.S. SRL pursuant to and in accordance with Article 2104 of the Civil Code. Violation of the rules of the Code may constitute a breach of the primary obligations of the employment relationship or a disciplinary offence, with all legal consequences, including with regard to the preservation of the employment relationship, and may result in compensation for damages arising therefrom.

## 9. HUMAN RESOURCES.

Human resources are a central and indispensable element for the existence of the company. The dedication and professionalism of employees are crucial values and conditions for achieving the goals that the EMPLOYER has set. The Company is committed to developing the abilities and skills of each employee so that the energy and creativity of individuals finds full expression for the realization of their potential. The Company offers all workers the same job opportunities, ensuring that everyone can enjoy fair treatment based on merit, without any discrimination. T.I.S. SRL interprets its entrepreneurial role both in the protection of working conditions and in the protection of the psycho-physical integrity of the worker, respecting his or her moral personality, avoiding the latter being subjected to unlawful conditions or undue hardship. Extra-work behavior that is seriously offensive to the corporate image will also be deemed relevant. These may be subject to disciplinary sanctions in accordance with the provisions of the relevant CCNL after the procedure under Article 7 L.300/1970<sup>1</sup>

T.I.S. SRL expects its workers, at every level, to cooperate in maintaining a climate of mutual respect for each other's dignity, honor and reputation in the Company, and aims to intervene promptly to prevent insulting or defamatory interpersonal attitudes.

## 10. HARASSMENT IN THE WORKPLACE

T.I.S. SRL requires that in internal and external labor relations, harassment shall not take place, meaning:

- The creation of an intimidating, hostile or isolating work environment against individuals or groups of workers;
- The unwarranted interference with the performance of others' work services;

<sup>1</sup> Disciplinary rules concerning sanctions, the offenses in relation to which each of them may be applied and the procedures for contesting them must be brought to the attention of workers by posting them in a place accessible to all. They must apply what is established in this regard by labor agreements and contracts where they exist. The employer may not take any disciplinary action against the employee without first notifying him of the charge and hearing his defense. The worker may be assisted by a representative of the labor association to which he or she belongs or mandates. Without prejudice to the provisions of law no. 604, disciplinary sanctions cannot be imposed that involve definitive changes in the employment relationship; furthermore, the fine cannot be imposed for an amount exceeding four hours of the basic salary and suspension from service and salary for more than ten days. In any case, the more serious disciplinary measures than the verbal reprimand cannot be applied before five days have elapsed from the written notification of the fact that gave rise to it. Except for similar procedures provided for by the collective labor agreements and without prejudice to the right to appeal to the judicial authority, the worker to whom a disciplinary sanction has been applied can promote, in the following twenty days, also through the association to which he is registered or confers mandate, the constitution, through the provincial office of labor and maximum employment, of a college of conciliation and arbitration, composed of a representative of each of the parties and a third member chosen by mutual agreement or, in the absence of agreement, appointed by the director of the labor office. The disciplinary sanction shall remain suspended until it is pronounced by the college. If the employer fails, within ten days of the invitation addressed to him by the labor office, to appoint his representative to the college referred to in the preceding paragraph, the disciplinary sanction shall have no effect. If the employer sues the judicial authority, the disciplinary sanction shall remain suspended until the judgment is settled. Disciplinary sanctions may not be taken into account to any effect after two years have elapsed since their application.

- The obstruction of others' individual job prospects for mere reasons of personal competitiveness.

T.I.S. SRL does not condone sexual harassment, meaning as such:

- the subordination of determinations of relevance to the recipient's work life to the acceptance of sexual favors;
- proposals for private interpersonal relationships, conducted despite an expressed or reasonably evident dislike, that have the capacity, in relation to the specificity of the situation, to disturb the serenity of the recipient with objective implications for his or her work expression.

#### **11. ABUSE OF ALCOHOL OR DRUGS.**

The EMPLOYER requires each employee to personally contribute to maintaining the work environment respectful of the sensibilities of others. Therefore, each worker is prohibited from:

- to work under the effects of alcoholic substance abuse, narcotic substances or substances having a similar effect;
- consume or transfer alcoholic drugs for any reason during the course of work.

Conduct in violation of the aforementioned obligations, in the course of work and in the workplace, will be considered conscious assumption of the risk of injury to oneself, fellow workers as well as the Company and will be punished by dismissal.

The states of chronic dependence on substances of this nature, when they affect the work environment, will be - for contractual reasons - equivalent to the previous cases. The Company undertakes to favor the social actions envisaged in the matter by collective bargaining.

#### **12. STAFF LETTERS**

Staff may always contact Management in writing in order to resolve any problems that concern them. This will help reduce the personal problems of employees. Management will respond promptly, also taking into account the priorities of the issues to be addressed.

#### **13. MEETINGS WITH EMPLOYEES**

Whenever necessary, the Company reserves the right to call a workers' meeting. These meetings, which will be held during normal working hours, will be aimed at discussing the policy, procedures, services and problems of the sector and all employees must participate in them.

#### **14. NOTICE BOARDS**

At the entrance of the offices of the Company headquarters there is a notice board. It will be used for displaying information on safety, working conditions and other massive communications. It is considered easy to consult, given that all staff pass through the offices on a monthly basis for all ordinary activities relating to the employment relationship. Management must control the content of what is displayed on the bulletin board so that it is used for business purposes and not to communicate news of a strictly personal nature, the latter being expressly prohibited.

**TITLE 2: PERSONNEL MANAGEMENT REGULATIONS**  
**ART. 15-37**

**15. DUTIES OF THE WORKER**

In the performance of the service, the worker must properly observe the instructions for the execution and discipline of work given by T.I.S. SRL as well as by the supervisors and managers on whom he or she is hierarchically dependent.

In carrying out the tasks assigned, the worker must observe the diligence required by the nature of the service and the interest of the company, safeguarding himself and the company through conduct inspired, always, to prudence, loyalty, fairness and good faith.

Violation of the above obligations may result in:

- The imposition of disciplinary sanctions as provided for in the relevant CCNL in force and, in the most serious cases, the intimation of dismissal;
- the worker's obligation to compensate the Company as contractual liability for any damage that may be attributable to the negligent or imprudent conduct of the worker.

Specifically, the worker is obliged to:

- (a) refrain from engaging in work activities that compete with that of the company;
- (b) Not to use the Office to pursue private and personal ends or benefits;
- (c) to avoid receiving benefits of any kind, including on the occasion of trips, seminars and conventions, that may be or appear to influence their independent judgment and impartiality; furthermore, not to solicit or accept, for themselves or others, any gift or other benefit from parties in any way interested in the Company's business or intending to enter into a relationship with it, with the exception of gifts of modest value.
- (d) In the event that he receives unlawful pressure or is offered gifts, benefits or other utilities exceeding a modest value, the employee is required to give timely notice to the secretary general.
- (e) not to use the position he holds in the Company to obtain utility or benefits in external relationships also of a private nature. In private relations, the employee shall refrain from declaring or implying his position in cases where such a statement does not meet objective needs.
- (f) Not to make use of information not available to the public or not made public, obtained even confidentially in the course of official business, to realize private profit or interest.
- (g) perform with utmost diligence the task assigned to him/her, assuming responsibility for it and complying with company directives given orally by superiors/supervisors, or set by service orders or other special instructions;
- (h) Scrupulously observe all regulations of the Law on safety in the workplace, prevention of accidents and occupational diseases, which the employer party will bring to your attention;
- (i) wear anti-accident clothing and personal protective equipment, which will be delivered by the Company, keeping them in order and efficient, as well as abide by all the provisions issued by the company regarding safety in the workplace;
- (j) return no later than 7 (seven) days, in case of termination of employment, all equipment received from the Company (by way of example: company telephone and PC, tools, screwdrivers, drills, tools, etc.);
- (k) Keep proper and polite behavior toward superiors, colleagues, employees and the public;
- (l) observe company working hours;

- (m) Not to refuse to work beyond the normal daily and weekly working hours if the same is requested by management, except in situations of objective impossibility. Work services so performed, will be paid on the basis of the relevant CCNL;
- (n) not to enter or entertain themselves on company premises outside working hours, i.e., during the period of vacations, leaves of absence of any kind, sickness, unless it is for reasons of service and with prior authorization or with the permission of management;
- (o) Do not arbitrarily leave the service;
- (p) respect the internal break during working hours, as regulated by the relevant CCNL in force;
- (q) to wear during working hours the clothing provided by the Company and to keep it in order and to request replacement for wear and tear in time;
- (r) take the utmost care of the work tools and equipment owned by T.I.S. SRL as well as the premises and machinery used for the performance of work, knowing that they are personally and pecuniarily liable for damage caused to the same due to carelessness, negligence and/or distraction, without prejudice to greater liability for damage caused even to third parties;
- (s) Keep the workplace with related equipment tidy and provide daily cleaning of their work environment.
- (t) keep the desk and the related chest of drawers supplied, free of material extraneous to the work activity (for example: smartphones, newspapers, books, etc.);
- (u) to use the vehicle or machinery, entrusted to him/her by the Company with the utmost diligence, care and prudence, if necessary providing for the completion of the run sheet and the delivery of the latter on return or giving oral feedback to the management on the timing of the use, the maintenance of the cleanliness of the vehicle and the maintenance of its efficiency by promptly reporting to the person in charge any mechanical failures as well as bumps in the bodywork or infractions committed;
- (v) not to use the goods, personal computers, fixed and mobile telephone utilities, internal of the T.I.S. SRL for personal use, or for purposes other than business purposes. The use of the same must be done in accordance with the provisions of the Company Code of Ethics;
- (w) not to use company news and data for which it is also forbidden to take, by any computer or other means, and use for personal/private purposes;
- (x) take over, keeping them functional and efficient, when he is responsible for carrying out his work outside the factory, the following company assets: vehicles; tool boxes; laptop computer; cell phone;
- (y) Return to the person in charge the company assets, referred to in the previous point, in perfect working order after performing the external activity;
- (z) Not to use personal cell phones, or other electronic equipment (tablets, smartphones, computers, etc.) during working hours, on company premises for personal use. The use of the same shall be in accordance with the provisions of the Code of Business Ethics;
- (aa) only proven and effective emergency calls to public utility numbers and management are allowed;
- (bb) keep the Human Resources Department constantly informed of his or her residence, i.e., place where he or she lives, promptly reporting any related changes;
- (cc) fill out all documents requested by Management, whether these pertain to your position as an employee in the Company (requesting tax deductions/deductions, family status, residency, etc.), or directly to your work in the Company (labor reports, materials list, customer reports, disciplinary dispute letters, etc.).

The fiduciary nature of the employment relationship also obliges the worker to observe the duty of fidelity and the obligation of secrecy with regard to the information which he becomes aware of in relation to the employment relationship. **Violation of any of the above-listed provisions will result in the initiation of**

**disciplinary proceedings** against the employee, pursuant to Article 7 of Law No. 300/1970. If at the conclusion of the procedural process it emerges that the charge is justified, the employee will be imposed the disciplinary measure in accordance with the provisions of the law and national collective bargaining agreements and this Code.

#### **16. COMPANY DRESS CODE**

Employees of T.I.S. SRL, in order to reflect the company's image of seriousness and professionalism are required, during working hours, to display an appearance that is always:

- **ORDERED**, always having regard for personal care and hygiene (as an example, you should take care to wear a shaved or neatly trimmed beard and shoulder-length hair pulled back);
- **SOBRIOUS**, taking care to avoid the display of flashy ornaments (by way of example, jewelry, flashy earrings, piercings, etc.) and/or tattoos;
- **PROFESSIONAL**, taking care, by way of example, not to wear sunglasses inside the office.

Therefore, salespeople meeting with customers are required to wear clothing that includes: long pants and white and/or light-colored long-sleeved shirts, jacket or cardigan, V-neck or crew-neck sweaters, and closed-toe shoes. During the summer period, the employee is excused from wearing a jacket, cardigan or sweaters.

Any personal needs (medical example) that may lead to a derogation from these directives must be reported and discussed, in individual meetings, with the Human Resources Department.

#### **17. GOVERNING AND DISCIPLINARY POWER**

T.I.S. SRL holds the power to organize and regulate the performance of work. The Company also has the power to determine the activities of the worker, in accordance with the provisions of the Law, and has the power to require all its employees to be on call.

#### **18. PRIVACY, CONFIDENTIALITY AND CONFLICT OF INTEREST**

The Company guarantees to all parties who have relations with it of various kinds, the protection of personal and sensitive data in its possession, through the establishment of procedures aimed at privacy, in accordance with the provisions of current legislation. This data will also be used only for the purposes permitted by law. In the collection and use of personal data, the employer is bound at every stage of the employment relationship, to protect the privacy of the employee (D.Lgs. n. 196/2003) and to use the data collected to the extent permitted by law for the legal and contractual obligations established.

The Recipients of this Code of Ethics are obliged: (i) to confidentiality and non-disclosure of information (of a commercial, economic, financial, etc. nature, both internal and external to the Company) of which they come into possession during the performance of their work activities; (ii) to request from all parties with whom they have relations of various kinds, guarantees on the confidentiality and non-disclosure of the information in their possession. It is absolutely forbidden to disclose confidential information to third parties outside the corporate organization of the individual companies, who have not signed a confidentiality commitment.

Employees are required to observe official secrecy and keep confidential any news and information learned in the performance of their duties that are not subject to transparency in accordance with legal provisions and company regulations.

Employees shall observe the duty of confidentiality even after termination of employment.

In particular, employees should not provide information regarding company procedures or information regarding customers, and under no circumstances should employees/collaborators and other recipients use non-public information acquired as a function of their position in the company or because of being in business relations with the company, for personal gain, as well as to favor other third parties either during the employment relationship or after termination.





Each company account and in particular e-mail addresses with tissrl.com domain must be used only for business purposes and not for private purposes, and the Management can access them at any time for business purposes. Upon termination of employment, the terminated employee will no longer be able to use his or her company account, which will see its credentials changed. In addition, the named account with a tissrl.com domain will remain active for one year, then it will be deactivated but will remain an alias for five years, i.e., it will continue to receive on a new business address by notifying recipients, with an automatic message, that business, and not personal, communications addressed to the account being deactivated can be sent to a new address from then on.

Employees must consult the documents to which they have been granted access and must use them in a manner consistent with their official duties, allowing access only to those entitled to access them and in accordance with the instructions given.

All business decisions and choices made on behalf of the Company must correspond to its best interest. Therefore, employees/collaborators and other recipients must avoid any possible conflict of interest, with particular reference to personal or family interests (for example: the existence of financial or commercial holdings with suppliers, customers or competitors; improper advantages deriving from the role played within the company; ownership or negotiation of securities, etc.) that could influence the independence of judgment in deciding what is the best interest of T.I.S. srl and the most appropriate way to pursue it. Any situation that constitutes or generates a possible conflict should be reported immediately to one's superior. Each employee/collaborator must notify his or her superior in writing of the existence of work activity on a stable basis with a Company other than T.I.S. Ltd. or any relationship of a financial, commercial, professional nature, such as might affect the impartiality of his or her conduct towards a third party.

## 19. SAFETY AT WORK AND SAFETY EQUIPMENT

T.I.S. SRL strictly adheres to the observance of the general measures for the protection of the health and safety of workers, as provided for by Legislative Decree No. 81/2008 and subsequent amendments and/or additions. All workers are obliged to comply with the provisions of the Company regarding the measures adopted by the Company in order to protect the health and safety of everyone. Each worker is assigned the personal safety equipment provided by the current legal provisions. These are variable depending on the task being performed and are detailed in the Risk Assessment Document (DVR). Upon hiring, depending on the task to be performed, protective equipment and clothing are provided. The Company will renew the clothing at least twice a year and in case of proven wear and tear of the same.

Footwear is ordered on express ad personam request and, therefore, a reasonable time of supply is required. Everyone is responsible for his or her own safety equipment and must make appropriate use of it so that his or her own health and safety at work are guaranteed; the careful and diligent use of such equipment also ensures that it lasts well by allowing waste and excessive costs to the Company to be avoided. Bad custody, sudden deterioration without plausible justifications, misuse or loss of one's equipment will entail, in the first instance, the charge of the cost of the safety device to be borne by the responsible worker and, in the presence of the recurrence of such situations, the " adoption of contractual disciplinary measures in compliance with legal procedures. Use of the personal protective equipment provided is mandatory for all. Failure to do so will result in severe sanctions; if recidivism and, therefore, repeated insubordination is detected, dismissal without notice will be applied.

## 20. WORKING HOURS

Compliance with working hours, in addition to being a positive manifestation of professional ethics, is an imperative requirement of the Company, which-in the interest of all-must ensure the regularity of organizational and operational processes, so strict adherence to it is indispensable in order to avoid disruptions to normal activity. For this purpose, it is specified that every employee **must already be in the**

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**Company at the beginning of their working hours**, bearing in mind that the exit is allowed at the end of the shift with the completion of their working hours. If the workplace implies the continuous presence of resources, the employee cannot leave it before making sure of the presence of a replacement, and in case of absence immediately notify his / her direct superior. Delay from the time set for the start will be considered arbitrary and as such, if repeated, will be challenged in accordance with the current Rules. In the event of special needs, the distribution of working hours may be changed, subject to prior notice to the employee.

#### **21. ATTENDANCE RECORD**

Daily attendance is recorded in the usual manner in use in the Company. Any irregularities found may result in disciplinary action as provided for in contractual regulations. Any worker will be considered absent when he or she cannot have his or her presence safely and securely detected within the workplace. In this case, the worker will take care to immediately inform his or her immediate supervisor and/or management, who will attest to his or her presence on duty. Please note that any unauthorized early entry into the Company, compared to the established working hours, will have no impact for the purpose of recognizing the actual hours worked and consequently paid. In case of infringement, the company's regulations will be strictly enforced with the corresponding disciplinary consequences.

#### **22. SHIFTS AND ROTATIONS**

Each employee is required to perform work on the basis of the time schedule set in alternating shifts that will be communicated in advance by management on the basis of production needs.

#### **23. OVERTIME WORK**

It is the right of the Company to request, within the limits provided for by the current legal and contractual provisions, overtime in order to meet production requirements. Workers called upon to perform overtime work and/or public holidays may not, except in cases where they are prevented from doing so for justified and valid reasons of a transitional and exceptional nature.

#### **24. PERMITS**

Short leaves of absence may be granted only for exceptional, unforeseeable cases and for unavoidable family needs. These paid leaves of absence will be deducted from the Time Allowance (R.O.L. and former holidays) provided for in the relevant CCNL. Having exceeded the stipulated amount of hours, the aforementioned leaves of absence-even if authorized-will not be paid. Any unauthorized leave will be considered as unexcused absence and, therefore, unpaid.

#### **25. HOLIDAYS**

Any requests for individual use of vacation days-which, as is well known, cannot be less than one day-must be submitted in writing through the preparation of a template and with at least 15 working days' notice of the date of the planned absence. In order to ensure better protection of the productive and economic needs of the company and at the same time to guarantee a just psychophysical protection of the employee, the days of holidays accrued by the worker must be enjoyed within the reference calendar year. In this regard, employees, starting from the year 2022, must submit their vacation plan, for the prior approval of the Management, by 20 April of the reference calendar year. The Company reserves the right to make changes and / or additions to the aforementioned plan by the following 20 October. No vacation may be requested during the period between June 15 and September 30 except in cases of impediment for justified and valid reasons, having a transitional and exceptional character.

The employer, after having assessed the compatibility with company needs at his own discretion, issues the relative approval. Vacation days may not be monetized but must be enjoyed; in this regard, it is recommended, to avoid possible overlapping, that they be used within the current calendar year to which

they pertain. The Company reserves the right to recall the worker during the holiday period when urgent needs of service so require.

## 26. ABSENCES

Except in cases of proven impediment, all absences must absolutely be reported to the Human Resources Office at the following phone number- 0761521569 or fax 0761521348 or email [amministrazione@tissrl.com](mailto:amministrazione@tissrl.com): at least two hours before the work shift. Absences must also be justified within the following day. Absences that are not justified or not communicated will give rise to the disciplinary consequences provided for by the relevant CCNL.

## 27. ACCIDENT AT WORK

The worker, in the performance of the service, shall use the utmost diligence, using the necessary and/or appropriate personal protective systems, as offered to him/her, working prudently and responsibly and putting in place the directives on accident protection given by the Employing Company. That said, in the event of a work-related injury, the worker is obligated to:

- a) Go to the emergency room for the purpose of medical examinations necessary for health protection and useful for issuing the relevant medical report;
- b) Promptly report, including by telephone, the injury to the Human Resources Office or the numbers mentioned above in Article 26;
- c) forward the certificate issued by the emergency room to the Human Resources Office, no later than 24 hours after the start of the event, together with a report about the dynamics of the event and a contact telephone number for any communications;
- d) produce to the Human Resources Office, at the end of the injury event, the INAIL certificate attesting to the authorization to resume work before actual service.

Colleagues' behavior toward the injured person is: render immediate aid, notify supervisors or emergency numbers in case of actual severity, comply with the accident procedures regulated in the DVR. The Management reserves the right to take all precautionary and disciplinary measures in the presence of situations attributable to the worker for negligence, inattention, failure to use Personal Protective Equipment or failure to comply with safety regulations.

## 28. EXTRA - WORKING ILLNESS / INJURY

Absence due to sickness, even in the case of a non-work-related injury, taking into account production needs already planned and being scheduled, must be imperatively communicated at least two hours before the beginning of normal working hours in the manner indicated in Article 26 so as to enable management to arrange for the necessary replacement in a timely manner. Without prejudice to cases of justified and proven impediment. The Company, should it deem it appropriate, intends to avail itself of the legal right to request the competent body for a fiscal medical check-up, reserving the right to apply any disciplinary measures, as provided for in the relevant CCNLs, if the worker is not found by the doctor in charge of the check-ups at the domicile known to the employer during the legal time slots.

Sick leave must be communicated immediately by the worker or by one of his family members to the Human Resources Office and within two days of absence the sick leave certificate must be handed over or the protocol number communicated.

## 29. EXTERNAL ACTIVITY

Personnel assigned to carry out any outside activities such as purchasing and picking up materials, deliveries, interventions or other errands at Clients and/or various entities shall - in compliance with Traffic Code regulations - observe the most suitable route, go to the address indicated by Management, take the

time necessary to complete the assignment and return to headquarters. Any delays for unscheduled or unjustified stops, and, in any case, unjustifiable, will be considered arbitrary and, as such, subject to action.

### 30. STAFF MOBILITY

Due to the work to be performed, T.I.S. SRL has the right to move for organizational and service needs its personnel and also assign them to any services other than those originally agreed upon.

### 31. CIRCULAR ON SMOKING

The Ministry of Health Circular dated Dec. 17, 2004 (published in the Official Gazette No. 300, Nov. 17, 2004) stipulates a ban on smoking not only in places open to the public, but also in private workplaces where employees carry out their work, regardless of whether or not such places are open to the public. By virtue of this ministerial provision and in deference to current legal regulations, all Personnel are therefore obliged to refrain from smoking in work environments in order to safeguard and protect everyone's health. The ban on smoking is extended to all establishments, premises and external company areas, and in any case within the company enclosure.

### 32. BREAKS AND SHORT BREAKS

Workers have the right, to protect their psychophysical integrity, to n. 2 breaks to be made during the execution of the work activity. Therefore the T.I.S. SRL establishes that its employees can carry out n. 2 breaks from the execution of the working interval lasting 5 (five) minutes each, to be used respectively in the morning and in the afternoon. The employee, in any case, during the above breaks, shall take care not to restrict and/or interrupt the operation of his or her office and/or area of responsibility. The employee shall not be allowed to use the break periods so provided in this article, close to the start and/or end time of work.

Short breaks from work inherent in the performance of strictly physiological needs are tolerated.

Lunch break from 1 to 2 pm.

### 33. DISTRIBUTORS

There is a snack and cold drink vending machine and a hot drink vending machine in a designated area in the Company. This is available outside working hours, in the morning before the start of work, during the lunch break, and in the afternoon after the end of the working day.

Each employee is informed that the use of dispensers during break periods as stipulated in Article 32 is tolerated, observing the following:

- Prolonged parking at the gas station is not allowed;
- the drink should be taken and consumed at the dispenser;
- one does not go to the gas station if other people are obviously already present in the area;
- No more than two people go to the gas station.

### 34. PLACE OF WORK/USE OF MACHINERY/EQUIPMENT AND MATERIALS

The worker is obliged to:

- a) if there are disputes regarding cleaning, the current shift is considered responsible. For this reason it is essential to notify your supervisor of the negligence of previous shifts;
- b) Maintain clean and efficient sanitary facilities, common places such as locker rooms, anti-bathrooms and rooms for collective use. Report any shortcomings or inefficiencies to the Administration with a view to the common good. However, exercise every action that can contribute to the decorum of the environment in which everything is clean and in perfect order;

- c) each person shall be responsible for the existence and good preservation of the machines, equipment, documents and/or other objects entrusted to him/her and shall lend himself/herself at any time to such inspections as may be ordered by the Company Management for inventory or control purposes;
- d) it is prohibited for anyone to leave the Company with packages or parcels, remove objects, documents and/or materials without having received specific and prior written authorization from the Company Owner or person delegated by him/her;
- e) It is strictly forbidden to enter company premises outside working hours.

### 35. TECHNICAL INFORMATION

All personnel are required to promptly report to their immediate supervisor all dysfunctions, irregularities and otherwise situations detrimental to the smooth operation of their area and/or department.

### 36. CORPORATE VISITS

In order not to cause disruption to working life and especially for safety reasons it is not allowed to receive communications or visits of people not part of the business, except in special cases and for exceptional reasons.

### 37. TRANSITIONAL RULES

For matters not provided for in these regulations, please refer to the current relevant CCNL and the current provisions of the Law.

## TITLE 3: INFRACTIONS/PENALTIES AND DISPUTE PROCEDURES ART. 38-48

### 38. DISCIPLINARY MEASURES

Employees who fail to fulfil the duties inherent in the activity to be performed in relation to the employment relationship established, will be fined, without prejudice to compensation for any damage caused, on the basis of the gravity of the infraction, with:

- a) verbal reprimand;
- b) written reprimand;
- c) Fine not exceeding the amount of 4 (four) hours of basic pay;
- d) Suspension from work and pay for a period not exceeding 10 days;
- e) termination of employment with notice;
- f) Termination of employment for just cause.

### 39. FAILURES PUNISHABLE BY VERBAL AND/OR WRITTEN REPRIMAND

Verbal reprimand is imposed for minor misconduct. Written reprimand is imposed for modest irregularities in the performance of work and for low-level violations of the duty of proper behavior.

### 40. FAILURES PUNISHABLE BY FINE

Failures punishable by fine:

- a) for recidivism, within 2 (two) years after application, on the same failures as the written reprimand;

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- b) For repeated noncompliance with working hours;
- c) For proven negligence in the performance of their work;
- d) to workers who do not properly wear personal protective equipment (PPE);
- e) for not having promptly warned anomalies and / or failures in the vehicles and work equipment;
- f) for delays in the commencement of work or suspension or early termination of working time without justified reason;
- g) for damage or carelessness to the goods transported or delivered and/or failure to notify the company of any damage done;
- h) For failure to comply with the ban on smoking where a ban is prescribed;
- i) For misconduct toward one's superiors, colleagues, customers and third parties;
- j) generally for negligence or non-compliance with laws, rules, regulations or service obligations that do not involve prejudice to the interests of the enterprise;
- k) For failure to wear the uniform and/or comply with the rules set forth in Article 16 of this Code.

**41. MISCONDUCT PUNISHABLE BY SUSPENSION FROM WORK AND PAY FOR A PERIOD NOT EXCEEDING 10 DAYS:**

- a) for recidivism, within 2 (two) years after the application, on the same offenses, of the fine;
- b) by simulation of illness, injury and/or other impediment to fulfilling work obligations;
- c) to the worker who does not wear PPE at all or is a repeat offender in the incorrect use of PPE; to the worker who violates safety procedures;
- d) for making insults, blatantly inappropriate language or unfounded accusations against clients, superiors, colleagues and third parties;
- e) for non-compliance with laws, regulations or provisions relating to the prevention of accidents and occupational safety;
- f) to be under the influence of alcoholic substances or drugs on duty;
- g) for an unjustified absence of less than 3 days;
- h) For unjustified refusal to carry out orders concerning their work;
- i) for committing, in the course of duty, acts from which an advantage was derived for himself to the detriment of the enterprise (provided that the seriousness of the act is not otherwise punishable);
- j) in general, for repeated negligence or failure to comply with laws or regulations or service obligations that are detrimental to the interests of the enterprise;
- k) For habitual neglect of duty or abandonment of duty;
- l) For recidivism in being under the influence of alcohol or drugs on duty;
- m) in general, for repeated negligence or failure to comply with laws or regulations or service obligations that are detrimental to the interests of the enterprise or that procures advantages for oneself or third parties (provided that the seriousness of the act is not otherwise actionable).

**42. DISMISSAL WITH NOTICE**

- a) for particular seriousness or recidivism, within 2 (two) years after the application of the sanction, in the same offenses as the suspension from work and pay for a period not exceeding 10 days;
- b) for unjustified absences repeated three times in 2 (two) years in the days preceding or following public holidays or holidays;
- c) not to wear PPE at all which could cause injury with permanent disability or death;

- d) for conviction of a prison sentence imposed on the employee by a final judgment for an action committed not in connection with the performance of the employment relationship;
- e) for abandonment of the workplace by personnel entrusted with supervisory, custodial, and control duties in cases where injury to the safety of persons and the safety of facilities/vehicles may result, or otherwise performing actions involving the same injuries;
- f) for serious and /or repeated insubordination towards superiors;
- g) For serious offenses toward co-workers or quarrelsome altercation;
- h) brawl or mischief within the workplace;
- i) for falsification of documentation;
- j) Willful damage or misplacement of accident prevention devices, or corporate video surveillance;
- k) Serious noncompliance with medical regulations due to illness;
- l) For any other failure of equivalent gravity.

#### **43. TERMINATION OF EMPLOYMENT FOR JUST CAUSE**

- a) for being under the influence of alcohol or drugs while performing their specific duties pertaining to the safety of the enterprise or fire watch;
- b) For theft of sums, valuables, materials or objects belonging to anyone present within the workplace;
- c) For serious and intentional damage to property of the enterprise and/or third parties;
- d) For serious and/or repeated insubordination to superiors accompanied by outrageous behavior, threats or mannerisms, or refusal to obey orders;
- e) for serious offenses towards work colleagues or quarrelsome altercation followed by mischief on duty even between employees from which harm or disruption to the normal exercise of company business arises;
- f) brawl or mischief within the workplace;
- g) for falsification of documentation;
- h) wilful alteration of company presence control systems;
- i) for tampering with business records;
- j) disclosure of business secrets and, in particular, disclosure of secrets concerning operating procedures, customers and the prices charged;
- k) performance of work within the Company for one's own account or for third parties performed during working hours and without the permission of the employer;
- l) acts and behavior aimed at creating psychological and/or physical duress against other colleagues motivated by discriminatory and/or persecutory intentions, on the grounds of race, religion, gender, nationality, age;
- m) unwanted sexual acts or behaviors, including verbal ones, that offend the dignity and freedom of the person who suffers them, including persecutory and vexatious behavior (stalking);
- n) for any other lack of equivalent gravity.

#### **44. OBJECTION OF CHARGES**

Except in the case of a verbal reprimand, no disciplinary action may be taken unless the employee is notified in writing of the charge, to be made within 7 days after the employer becomes aware of the fact and after giving the employee the right to be heard in his or her own defense, with the possible assistance of a union representative to which he or she belongs or mandates. The dispute must contain a clear and

detailed description of the fact charged and must be delivered directly to the person concerned, who is required to sign for receipt of the delivery with contextual indication of the date. Any refusal to sign said statement must be evidenced by appropriate attestation from the delivery person. If personal delivery is not possible, the communication is made by registered post with acknowledgement of receipt. In this case, the date of the receiving postmark shall be authentic. The completed delivery of the letter is equivalent to the delivery and full knowledge of the disputed facts. The worker, if he/she wishes to be assisted by the RSA/RSU or OS. Territoriale, shall notify the employer of any designation of the representative at least two days before the day set for the convocation. Within the same period (5 days) the worker may also submit written justifications or pleadings. Even in the same statement of objections, the employer may summon the worker to hear him directly about the facts of the proceedings. The summons for the defence cannot take place before 5 working days have elapsed from the challenge of the fact that you gave cause. After 7 days have elapsed unnecessarily from the summons for the employee's defense or the employee's hearing has been conducted, any sanction shall be applied within the next 5 days. The employee or, by express proxy, his or her counsel shall be granted access to all documents pertaining to the proceedings against him or her, in good time with respect to the deadlines stipulated in the preceding paragraphs.

#### **45. PENALTY APPLICABLE**

In carrying out its own attributions, the employer has broad powers with regard to inspections, investigations, taking testimony and taking evidence. The employer, on the basis of the findings made and the justifications given by the employee, shall impose the applicable sanction in accordance with the principles and criteria set forth in this Code. The verbal reprimand, imposed by the employer without particular formalities, without prejudice to the prior communication even verbal of the reason that gives rise to the recall, must result from specific minutes, which must be attached to the employee's file. The amount of the fine shall be imposed by the employer and may not, however, exceed the corresponding amount of 4 working hours. Any adoption of the disciplinary measure must be communicated to the employee by registered mail or hand-delivered, within 5 (five) days from the expiration of the period given to the employee to submit his justifications in which the reasons for the measure must be specified and express mention must be made of the right to appeal. If, at the end of that period, no measures have been taken, the justification given by the worker shall be deemed to have been accepted. The proceedings are also terminated in the event of the employee's termination of employment, even if it occurred through voluntary withdrawal. Disciplinary sanctions cannot be taken into account for any effect after two years have passed since their application.

#### **46. APPEAL OF THE SANCTION**

The appeal must be communicated in writing to the employer specifying exactly the grounds proposed in order to exercise the right of defense.

#### **47. TRANSACTIONS AND PROCEDURES**

As for the procedures provided for the settlement of individual or multiple disputes related to the application of this Code, it is recognized that the parties are entitled to make an optional attempt at conciliation at the I.T.L. or in a protected venue. If the attempt at conciliation fails or the above time limit has elapsed without a ruling from the Commission hearing the case, refer to the provisions of Articles 409 et seq. of the Code of Civil Procedure. The parties mutually determine as the place of jurisdiction for the resolution of labor disputes that of the Court of Rome.





#### 48. REFERENCE LEGISLATION

For everything not provided for so far, reference is made to current regulations and the relevant CCNL in force.

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