

SUSTAINABLE LEATHER®

**DANI**



# *Code of Ethics*

# Index

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<b>THE CORPORATE CODE OF ETHICS</b>	<b>4</b>
Introduction	4
The Code of Ethics	4
Recipients	5
Validity	5
Dissemination	5
Structure	5
<b>FUNDAMENTAL PRINCIPLES</b>	<b>6</b>
Legality	6
Honesty	6
Transparency	6
Correctness	7
Corporate integrity and loyalty	7
Responsibility	8
Protecting individuals	8
Environmental Protection	8
Confidentiality	8
<b>RULES OF CONDUCT</b>	<b>9</b>
<b>1- RELATIONS WITH EMPLOYEES</b>	<b>9</b>
Human dignity	9
Trade union rights	9
Health and safety	10
Employment relationship	10
Compliance with the United Nations	11
Global Compact principles	



# Index

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<b>HUMAN RIGHTS</b>	<b>12</b>
Principle 1	12
Principle 2	12
<b>LABOUR</b>	<b>12</b>
Principle 3	12
Principle 4	12
Principle 5	12
Principle 6	12
<b>ENVIRONMENT</b>	<b>13</b>
Principle 7	13
Principle 8	13
Principle 9	13
<b>COMBATING CORRUPTION</b>	<b>13</b>
Principle 10	13
<b>2- RELATIONS WITH EXTERNAL COLLABORATORS</b>	<b>14</b>
<b>3- RELATIONS WITH SHAREHOLDERS, BANKS ETC.</b>	<b>14</b>
<b>4- RELATIONS WITH SUPPLIERS</b>	<b>15</b>
<b>5- RELATIONS WITH CUSTOMERS</b>	<b>16</b>
<b>6- RELATIONS WITH AUTHORITIES</b>	<b>16</b>
<b>7- RELATIONS WITH THE MASS MEDIA</b>	<b>17</b>
<b>8- RELATIONS WITH THE TERRITORY</b>	<b>17</b>

## THE CORPORATE CODE OF ETHICS

### INTRODUCTION

DANI S.p.A. has been in the tanning industry for years, offering quality leather. Its corporate policy is based on the principle of socio-environmental sustainability that is grounded, on the one hand, in social responsibility and, on the other, in the proper exploitation of environmental resources. In particular, concerning the former, DANI S.p.A. is committed to enhancing training as a tool to foster constant personal and professional growth.

### THE CODE OF ETHICS

This Code defines the values, principles and rules of conduct that inspires the company in pursuing its mission, and the company works with those who strive for the same. In relations, both internally with the staff and collaborators and externally with customers, suppliers, contractors, competitors and institutions, DANI S.p.A. has always recognised and guaranteed respect for the highest ethical and moral values based on equality, fairness, honesty, transparency, correctness, integrity, and respect for constitutional principles, the rules of our legal system and principles enshrined in international labour conventions. The Code of Ethics is binding upon the Recipients identified below, which must abide by it in all its parts.

## **RECIPIENTS**

The Code of Ethics is binding for administrators, employees and anyone working in the name and on behalf of DANI S.p.A., as well as for third parties who have contractual relationships with the company.

## **VALIDITY**

This Code of Ethics was adopted on 10/07/2015 and updated in September 2021. Updates, which may be made at any time upon the proposal of the Board of Directors, the Supervisory Board or the Board of Auditors, are approved by a resolution passed by the Board of Directors.

## **DISSEMINATION**

Since the Code represents the fundamental principles that guides DANI SpA., it must be circulated as much as possible, both internally and externally. The Code of Ethics is published on the DANI S.p.A. website and inserted as a constitutive document in the appropriate section in the Zucchetti App which manages communications with all employees. On the other hand, externally it will be brought to the knowledge of third parties as the company's business principles, and will be published on the website [www.gruppodani.it](http://www.gruppodani.it), recalled in the orders issued and in the contracts stipulated.

## **STRUCTURE**

First of all, this code consists of a first section dedicated to the fundamental principles. There is also a second section regarding DANI S.p.A.'s rules of conduct with regard to the recipients of the Code, and this is then divided into type of relations.

## FUNDAMENTAL PRINCIPLES

### LEGALITY

Legality is the fundamental principle that governs the Code. All of DANI S.p.A.'s operations must respect national, EU and international rules and laws in force. Conduct inconsistent therewith will not be tolerated.

### HONESTY

The principle of honesty underlies the reliability and credibility of the company. This principle also includes the need to always keep the company's ideals of fairness and impartiality firm when dealing with the particular interests of individual employees, shareholders and third parties. Corollaries of this principle are the resulting values of transparency and accuracy of information.

### TRANSPARENCY

Transparency is a central element of corporate reliability and requires that both the internal management of DANI S.p.A. and external communications are carried out in a transparent and verifiable manner. Moreover, communications must be as prompt and as clear as possible in addition to being true.

## **CORRECTNESS**

The principle of fairness requires all recipients of the Code of Ethics to avoid getting into any situation of conflict of interests, and, if this happens, to refrain from any action and informing the immediate superior of this conflict of interest in writing. DANI S.p.A. considers conflict of interest as the gap between the interest of the individual and that of the company, which could lead to an advantage to the person fulfilling it - either for him/herself or a third party close to him/her - and, at the same time, could harm the interests of the company. With reference to the specific case of gifts, this is allowed only for commercial or courtesy relations. In compliance with this principle, DANI S.p.A. expects that presents given to external third parties do not exceed normal commercial or courtesy practices.

## **CORPORATE INTEGRITY AND LOYALTY**

All Code recipients must behave diligently according to loyalty while respecting their corporate positions, the objectives set, and procedures provided. Loyalty towards DANI S.p.A. is expressed by performing work activities the best way possible and also respecting corporate assets. Corporate assets must be respected and used as foreseen. Improper use of corporate assets and any waste in the use of the same is prohibited. Each individual is required to respect and look after the goods entrusted to him/her, avoid damage to the same and protect them from theft or deterioration by third parties.

## **RESPONSIBILITY**

The ideal of responsibility requires that DANI S.p.A. is always aware of the consequences of each action taken, with particular emphasis on the impact the action can have on the outside world, and projected over time. This principle applies to several areas, but must be considered with greater sensitivity when applied to the environment and sustainability.

## **PROTECTING INDIVIDUALS**

This principle is a fundamental prerequisite and must be understood as respect for the physical and moral integrity of the individual as well as the enhancement and development of every internal resource.

## **ENVIRONMENTAL PROTECTION**

As already mentioned, regarding responsibility, DANI S.p.A. pays particular attention to the external environment given the specific production activity the company carries out. Consequentially, the company acts in compliance with environmental regulations.

## **CONFIDENTIALITY**

All information and data held by DANI S.p.A., and of which the recipients of the Code of Ethics gain knowledge of in the performance of their work must be treated in compliance with the principle of confidentiality. Authorised individuals who become aware of confidential information are prohibited from disseminating this information to others, whether they are individual working for DANI S.p.A. or other. Regarding information technology, every individual is responsible for the use thereof and must comply with corporate policies in force regarding privacy and use of these systems.



## **RULES OF CONDUCT**

### **1. RELATIONS WITH EMPLOYEES**

#### **HUMAN DIGNITY**

Pursuant to the principle of protection of the individual, DANI S.p.A. undertakes to respect all human resources and prevent any kind of age, sex, health, religion, nationality, political and sexual orientation discrimination. As such, the company abstains from investigating the orientation of employees. The company also undertakes to take action to stop and prevent discriminatory behaviour between employees, or that otherwise lead to the isolation of some of these. DANI S.p.A. condemns any sexual harassment that disrupts the perception of its employees.

#### **TRADE UNION RIGHTS**

The company respects the freedom of all workers to form and join freely chosen trade union associations and to carry out trade union activities within the workplace without engaging in discriminatory behavior. Therefore, DANI S.p.A. undertakes to respect the activities of the trade unions and to deal with them.

## **HEALTH AND SAFETY**

DANI S.p.A. undertakes to disseminate a culture of health and safety at work by carrying out increasingly more efficient actions to prevent accidents and occupational diseases. All health and safety at work regulations are respected and all protocols provided for this purpose by the Organisational Model must be applied. Therefore, as provided for, DANI S.p.A. undertakes to supervise the application of procedures and compliance of its tasks in this matter. The company strives to ensure that all workers have a safe, healthy and decent work environment.

## **EMPLOYMENT RELATIONSHIP**

DANI S.p.A. selects its human resources based on skills and ability. The company trains and educates each worker in order to ensure professional development, protection of health and safety in the workplace, compliance with the law and with the corporate quality standards. The employment relationship must be founded on the professionalism, and professional growth must be based on merit. DANI S.p.A. constantly ensures adequate training with the intent of always maintaining the corporate reality to date with the most advanced knowledge. DANI S.p.A. undertakes to respect all worker rights and to comply with the provisions of law. Employment relationships that go against legal regulations, the applied national collective bargaining agreement and the individual employment contract are not allowed. All social security, fiscal and insurance regulations are also applied. Roles and positions are assigned by taking into account the skills and abilities of the individual, as well as the correspondence between expected profile and owned profile. The personnel to be hired shall be assessed in compliance with equal opportunity for all candidates.

Human resources are managed according to principles of care, confidentiality and promptness. Each employee is given an activity in line with his/her responsibilities. Work must be planned as needed, but also - where possible - by meeting the needs of the personnel and by permitting active involvement in learning activities, compliance with rest periods and enjoyment of vacation days required by law. Misuse of job position to obtain personal favours from employees is prohibited.

## **COMPLIANCE WITH THE UNION NATIONS GLOBAL COMPACT PRINCIPLES**

DANI S.p.A acknowledges and respects the universal UN Global Compact principles as key principles of an “ethical” company. The ten principles related to human rights, labour, the environment and combating corruption are derived from:

- the Universal Declaration of Human Rights;
- the International Labour Organisation Declaration on Fundamental Principles and Rights at Work;
- the Rio Declaration on Environment and Development;
- the United Nations Convention against Corruption.

## HUMAN RIGHTS

### PRINCIPLE 1

Companies are required to promote and respect human rights within their respective spheres of influence;

### PRINCIPLE 2

and not to be, directly nor indirectly, complicit in the abuse of human rights.

## LABOUR

### PRINCIPLE 3

Companies are required to support worker's freedom of association and to acknowledge their right to collective bargaining;

### PRINCIPLE 4

abolish all forms of forced and mandatory work;

### PRINCIPLE 5

effectively abolish child labour;

### PRINCIPLE 6

abolish any form of discrimination with respect to employment and occupation.

## ENVIRONMENT

### PRINCIPLE 7

Companies are required support a precautionary approach towards environmental challenges;

### PRINCIPLE 8

to undertake initiatives to promote greater environmental responsibility;

### PRINCIPLE 9

and to encourage the development and dissemination of technologies that respect the environment;

## COMBATING CORRUPTION

### PRINCIPLE 10

Companies undertake to combat corruption in all its forms, including extortion and bribery.

## 2. RELATIONS WITH EXTERNAL COLLABORATORS

Contracts with external collaborators must be written in the form prescribed by corporate procedures and in any case in writing. The remuneration to be paid should be proportional to the actual activities and professional skills of the employee.

## 3. RELATIONS WITH SHAREHOLDERS, BANKS, ETC.

DANI S.p.A. is committed to providing corporate communications that mirror the principles of transparency, fairness and truthfulness, and to prevent corporate crimes in full compliance with the procedures required by law, regulations and the Organisation Model. All budgeting activities are carried out in compliance with legal rules and principles of truthfulness and correctness of the data. All accounting records and transactions must be regularly found, solid and documented. DANI S.p.A. undertakes to ensure that shareholders can have accurate, truthful, timely and transparent information. The company also strives to ensure and improve the participation of shareholders in company decisions.

## 4. RELATIONS WITH SUPPLIERS

DANI S.p.A. adopts a principle of uniformity in relations with its suppliers and complies with the principle of free competition by allowing everyone to submit offers. The company also undertakes to comply with all provisions of contracts it signs, including the established payment terms. To guarantee this, the conclusion of contracts is carried out only by the company functions expressly delegated and endowed with spending powers. Relations with suppliers must be founded on mutual loyalty and transparency. DANI S.p.A. will establish relations only with suppliers who pursue their activities in a lawful way and with the legitimate source of capital, who are not involved in organised criminal activities, money laundering or any other illegal activity. The procurement process must comply with the procedures provided and the Organisational Model to ensure maximum transparency, traceability, record-keeping and verification of compliance with the procedure. In particular, the selection of suppliers includes the verification of compliance with tax and social security obligations, the correct management of invoicing flows and the filing of company financial statements, as well as the regular payment of taxes. Contracts with suppliers must be written in the form prescribed by corporate procedures and in any case in writing. The remuneration to be paid must be adequate to the service provided. Contracts must also provide for an express clause alluding to DANI S.p.A.'s adoption of the Organisational and Control model as well as this Code of Ethics. If the supplier conducts its activities contrary to the provisions of the Code of Ethics, it may be precluded from entering into future contracts with DANI S.p.A.

## 5. RELATIONS WITH CUSTOMERS

The company continuously undertakes to ensure maximum quality standards of the product, efficiency of the service and the agreed timing of delivery and will work to ensure the needs of its customers is given the maximum attention. The company is committed to managing all customer claims and resolve all problems. In agreement with the privacy policy, DANI S.p.A. protects the data of its customers and is committed to not disseminating or communicating this information. Contracts with customers are drafted in as clear, simple and transparent way as possible and the discount policies are managed in a uniform manner, exclusively by the delegated functions.

## 6. RELATIONS WITH AUTHORITIES

In relations with both Italian and international EU Public Administrations and Authorities, the company undertakes to observe the principle of legality. These relations are entertained by formally delegated corporate functions who report the contents of communications, meetings and interviews to the General Management and the Administrative Body. DANI S.p.A. avoids any conduct against public officials aimed at obtaining an advantage and condemns any form of corruption. Access to forms of concessions, credits and/or public finance takes place under strict observance of existing company procedures and every instance, request and procedure is managed only by the delegated functions, in the context of initiatives shared with the General Management and the Administrative Body. DANI S.p.A. is committed to the correct and timely management of tax obligations and values relationships based on good faith and transparency with the tax authorities. Any gifts that are not considered a courtesy gift and of modest value is prohibited, this also includes any forms of benefit for them, their relatives or their friends. The company does not contribute to the financing of political parties, committees, political organizations or unions, or their representatives or agents, except in cases and manner provided by law.



## 7. RELATIONS WITH THE MASS MEDIA

In general, relations between DANI S.p.A. and the media are exclusively reserved for the relevant corporate functions. Employees may not provide information to the media without the authorisation of the competent functions. In any case, the information or communications to be given externally must be truthful, complete, transparent, in line with the DANI S.p.A policies and consistent.

## 8. RELATIONS WITH THE TERRITORY

DANI S.p.A. is aware of the company's social role with the territory and community. For this reason, one of the objectives is to focus on the environment, landscape and interests of the local community at all times, while reducing impacts on the territory to a minimum.