


	CODE OF ETHICS D.LGS. 231/2001		05/09/2018
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**CODE OF ETHICS
ACCORDING TO THE LEGISLATIVE DECREE 231/2001**




SO.ME.L.S.p.A.

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1 PURPOSE

The purpose of this document is to define the legal obligations and moral values that identify the scope of the ethical and social responsibilities of each subject that collaborates with the Company; from these general principles descend norms and operating methods that must be implemented within SO.ME.L. S.p.A. by all the recipients of this document.

The Code of Ethics is a summary of the Company's program to ensure effective prevention and detection of any violations of laws and regulatory provisions applicable to its activity.

The Code of Ethics defines, therefore, that set of principles of conduct that reflect, with reference to a specific cultural, social or professional context, a particular criteria of adequacy and opportunity.

2 APPLICATION

The Code of Ethics applies to:

- Shareholders;
- Administrators;
- Senior executives;
- Auditors;

And, if the offense concerns cases in which the management figures have supervisory and control powers, on:


- Employees;
- Suppliers and subcontractors;
- Consultants;

And all those who, directly or indirectly, permanently or temporarily, establish relationships or relationships with SO.ME.L. S.p.A. and operate to pursue its objectives.

SO.ME.L. S.p.A. therefore endeavors to ensure that the Code of Ethics is considered a "*best practice*" standard for the conduct in business by those individuals with whom it has business relationships on a lasting basis such as consultants, suppliers, and subcontractors in general.

The Code of Ethics applies in Italy and in all other countries where SO.ME.L. S.p.A. operates or could operate in.


¹ If the regulations in force in a particular jurisdiction were more permissive than those of the Code of Ethics, the latter should prevail.

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3 TERMINOLOGY

In this document, the following terms have the meaning indicated below:

- **Sensitive activity:** activities at risk of committing a crime or activities in which the risk of committing an offense included in those contemplated by Legislative Decree 231/01; these are activities in which actions could, in principle, configure conditions, occasions or means, including instrumentally, for the concrete realization of the crime;
- **Code of Ethics:** document that contains the general principles of behavior to which the recipients must adhere to with reference to the activities of the Company: it is an effective means available to companies to prevent irresponsible or unlawful behavior by those who work in the name and on behalf of the company, because it introduces a clear and explicit definition of the ethical and social responsibilities of its managers, executives, employees towards shareholders, internal and external collaborators, customers, suppliers, public entities, etc.;
- **Legislative Decree 231/2001:** Legislative Decree June 8, 2001, n. 231, containing the "Regulation of the administrative liability of legal persons, of the companies and of the associations, even without legal representation, pursuant to art. 11 of the Law of September 29, 2000, n. 300 ", published in the Official Journal n. 140 of June 19, 2001 and subsequent amendments and additions (s.m.i.);
- **Recipients:** shareholders, directors, executives, auditors, employees, suppliers, subcontractors and all those with whom the Company may come into contact with in the course of any business relations;
- **Employees:** all natural persons who have an employment relationship with the Company;
- **Personnel:** all persons who have an employment relationship with the Company, including employees, temporary workers, collaborators, "interns" and freelancers who have received a job assignment from the Company;
- **Executive Personnel:** the persons referred to in Article 5, paragraph 1, letter a) of Legislative Decree 231/2001, that is to say the persons who perform functions of representation, administration or management of the Company or of an organizational unit with financial and functional autonomy: the entire Board of Directors, the administrators employees, all those (also not belonging to the BoD), in which there has been a transfer or delegation of functions (even if not registered to the Chamber of Commerce), all the subjects that direct peripheral units endowed with financial and functional autonomy and in fact those who operate in terms of dominion, pilotage and ability to impress to the company a specific policy of participation and affirmation on the market;
- **Personnel subjected to others' direction:** the subjects referred to in Art. 5, paragraph 1, letter b) of Legislative Decree 231/2001, or all the Personnel operating under the direction or supervision of the Executive Personnel;
- **General principles of conduct:** the physical and / or logical measures provided for by the Code of Ethics in order to prevent the realization of the Offenses;
- **Specific conduct principles:** the physical and / or logical measures provided for the purpose of preventing the realization of the Offenses;
- **Offenses:** the crimes to which the discipline envisaged by Legislative Decree 231/2001 and amendments are applied;

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- **Internal regulation of SO.ME.L. S.p.A. notified to employees;** Company Policy pursuant to the Guarantor Provision n.13 / 2017 for the Use of the Information System: set of sanctions applicable in case of violation of the Code of Ethics;
- **Company or Business:** *SO.ME.L. S.p.A.*

4 MANAGEMENT AND APPLICATION

4.1 APPROVAL. RESPONSIBILITY FOR THE APPLICATION AND UPDATE. BODIES RESPONSIBLE FOR MONITORING AND DISTRIBUTION.

This Code of Ethics is approved by the Company Management and the responsibility for the application lies with all Recipients.

This Code of Ethics is subject to review; changes and additions to the Code of Ethics are implemented by the Board Member (Gianluca BIANCHINI); the authorization is the responsibility of the Chief Executive Officer (Giulio BIANCHINI).

The review activity takes into account the contributions received from Employees and third parties, as well as the regulatory changes and the most established international practices, as well as the experience acquired in the application of the Code itself.

Any amendments to the Code of Ethics, introduced following this audit, are published and made available in the manner set forth in the following art. 7.


SO.ME.L. S.p.A. undertakes to enforce the rules of the Code of Ethics through its General Manager (Marco Martino MELOTTO) who is entrusted with the tasks of surveillance and monitoring in relation to the implementation of the Code of Ethics; in particular, he must:

- Constantly monitor the application of the Code of Ethics by the Recipients, also through the acceptance of any suggestions, which will always be positively evaluated;
- Report to the Company's Board of Directors, any violations of significant importance identified by the Code of Ethics;
- expressing binding opinions on the possible revision of the Code of Ethics or of the most relevant company policies and procedures in order to ensure consistency with the Code of Ethics.

To promote the dissemination and full application of this Code of Ethics, *SO.ME.L. S.p.A.* has identified a contact person in the role of Board Director, Mr. Gianluca BIANCHINI (hereinafter the "**Referent**").

The **Referent** with the Company agrees to:

- guarantees the dissemination and application of this Code of Ethics with all categories of Employees;
- Promptly provide the Recipients with the necessary clarifications and the necessary support for the application of the Code of Ethics;
- receive and manage the reports received in the strictest confidentiality as indicated in the following art. 4.2;
- report any violations of the Code of Ethics to the General Manager and the Company's Board of Directors.

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4.2 REPORTING OF ILLICIT AND NON-COMPLIANCE

All Recipients may report to the **Referent**, any alleged unlawful conduct and / or violations of this Code of Ethics, of which they have become aware of due to the functions performed or of the existing relationships with the company, in writing either anonymously or non, through:

- E-mail to gianluca.bianchini@simpronet.com
- Registered mail to the following address: to c.a. Mr. Gianluca BIANCHINI at Via Torino, 446 / A-10032 Brandizzo- (TO)

These reports must be detailed and based on precise and consistent facts.

The **Referent** will assess the contents to adopt the most appropriate provision, guaranteeing confidentiality to the authors of the reports, pursuant to the provisions of law n° 179 of 30/11/2017 (provisions for the protection of the authors of reports of crimes or irregularities). In order to guarantee the author of the report, we specify the following:

- The prohibition of retaliatory or discriminatory acts, direct or indirect, against the whistleblower for reasons connected, directly or indirectly, with the alert made; as well as
- The application of sanctions and disciplinary measures against those who violate the measures, to protect the whistleblower, as well as of those who report intentionally or grossly negligently.

5 OPERATING METHODS


This chapter describes the operating procedures followed by the Company for the application of the general principles of behavior of the Recipients of this document.

5.1 GENERAL ETHICAL PRINCIPLES

The *SO.ME.L. S.p.A. Company* conducts its activities in compliance with EU, national and international regulations, dismissing any illegal practice with particular attention to environmental crimes, crimes committed in violation of accident prevention regulations or the protection of hygiene and occupational health, and crimes committed against individual personality.

The Company does not justify any behavior contrary to current legislation, to this Code of Ethics or internal regulations even if motivated by the pursuit of an interest of the Company, and sanctions such contrary behavior according to the articles of its Company Regulations "Personnel duties and disciplinary rules".

The Company considers of fundamental importance the performance of the professional services by the Employees and the collaborators of the Company according to diligence, accuracy and professionalism. Also in order to provide customers and subjects, with whom it finds itself to have relationships deriving from the performance of its own activities and performances of high quality level.

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SO.ME.L. S.p.A. considers the following values to be a fundamental reference for the Company: reliability, fairness and professional honesty; the impartiality of treatment in the performance of any relationship, both internal and external to the Company.

The Company considers the individual, his values and rights, intangible values to be protected; the Company undertakes to avoid any discrimination based on age, sex, sexual orientation, state of health, ethnicity, political and trade union views and religious beliefs, in all decisions that affect relations with own stakeholders.

The Company also considers its image and its reputation values that must be protected and developed also through the full dissemination, sharing and observance of the ethical and behavioral principles contained in this code.

SO.ME.L. S.p.A. undertakes to guarantee a working environment in compliance with the current regulations on health and safety in the workplace by promoting responsible behavior and preserving health and safety through the monitoring, management and prevention of risks associated with the performance of professional activity, the health and safety of all Employees and collaborators.

All Employees and collaborators are required to scrupulously comply with the rules and obligations deriving from the relevant legislation on health, safety and the environment, as well as to comply with all the measures required by the procedures and internal regulations in order to protect their own and other people's security.

BUSINESS POLICIES


The management of *SO.ME.L. S.p.A.* pursues profit and image with the quality of products, resources and processes, and also respect for environmental, health and safety at work sites.

To do this, *SO.ME.L. S.p.A.* applies for the quality system the reference standard UNI EN ISO 9001: 2015, for the Automotive sector the reference standard IATF 16949: 2016, which manages the disposal of waste with reference to the European Regulation 997/2017 and in the field of Safety at Work follows the directives dictated by the D.Lgs.81 / 2008.

The management of *SO.ME.L. S.p.A.* undertakes to provide the resources and means necessary to achieve and maintain the following principles:

a. QUALITY POLICY

- **Efficiency and business quality:** increasing the competitiveness of *SO.ME.L. S.p.A.*, putting the staff in a position to make them work faster and more carefully.
- **Continuous growth of the professional technical level:** adequate Personnel capacity, obtained with specific training, periodically provided in a systematic way.
- **Improvement of the service provided to the customer:** compliance with delivery times, satisfaction of implicit customer requests.

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- **Customer Satisfaction:** processing the return information from the customers, the sales department and the technical services.

b. ENVIRONMENTAL POLICY

- **Reduction of the risk of contamination of water, soil, subsoil and air:** environmental protection through the correct application of current legislation.
- **Waste reduction:** attention to waste, high sensitivity and awareness of the concept of recovery and reuse.
- **Reduction of consumption:** monitoring of consumption of raw materials and energy resources; comparison and analysis of consumption compared to previous years.
- **Research and development:** study and evaluation of the possibility of using energy from renewable sources, evaluation of the possibility of using eco-compatible products.
- **Training and information:** dissemination of environmental policy, periodic Personnel training and raise awareness.


c. POLICY FOR THE SAFETY AND HEALTH OF WORKERS

- **Safety legislation:** operate in compliance with the legislation in force and relevant to the job.
- **Training:** training, raise awareness, involvement in the issues of safety in the company and knowledge of the risks associated with the tasks performed in the company, commitment to provide the human and instrumental resources necessary to achieve health and safety objectives.
- **Communication:** commitment to define and disseminate the objectives of the safety management system and related implementation programs within the company.
- **Cooperation:** transparency and collaboration with the control entities.
- **Risk reduction:** through the use of compliant machinery and equipment, a clean working environment, and responsible behavior in the workplace.
- **Accidents and occupational diseases:** awareness of the dangers, use of personal protective equipment when required.

5.2 APPLICATION OF THE CODE OF ETHICS

The principles of the Code of Ethics apply to Employees, Personnel and all those who cooperate in the pursuit of the Company's goals in the relations they have with the Company.

The principles of the Code of Ethics must inspire the members of the Company's Board of Directors in any decision or action relating to its management. The same must inspire the managers in giving concrete implementation to the activity of management of the Company.

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Employees, Personnel and all those who collaborate with *SO.ME.L. S.p.A.*, are required to adapt their behavior to the principles of the Code of Ethics and not to take initiatives in contrast with the code itself.

5.3 VALUE OF THE CODE OF ETHICS

Compliance with the rules contained in the Code of Ethics must be considered an integral and essential part of the contractual obligations envisaged for Employees and Personnel of the Company, pursuant to Article 2104 of the Civil Code (Diligence of the employee)¹.

5.4 GENERAL PRINCIPLES OF BEHAVIOR

5.4.1 For Employees and Personnel

SO.ME.L. S.p.A. provides for the widest dissemination of the Code of Ethics to the Employees and Personnel. The Company requires its Employees to know and observe, within their area of responsibility, the provisions of the Code of Ethics and to promote their knowledge among newly hired Employees and third parties affected by the application of the Code of Ethics with which they come into contact for reasons of their work; particular attention is paid to the diffusion and awareness of the fundamental values of *SO.ME.L. S.p.A.*: customer satisfaction, quality of work, the collaboration, the efficiency and profitability, and the internal and external interpersonal relationships.

The Company is committed to protecting the psycho-physical integrity of Employees and Personnel, respecting their personality and also working to improve health and safety conditions in the workplace. Employees and Personnel are required to put in place a constantly respectful conduct of the rights and personality of colleagues, collaborators and third parties, regardless of their hierarchical position within the Company.

All Employees are required to operate in compliance with the law, the principles of this Code of Ethics and internal protocols;


Employees and Personnel are required to report to the Referent referred to in the previous art. 4.1, of any violation of the Code of Ethics by colleagues, collaborators and suppliers, according to the methods indicated in art. 4.2, which proceeds. The Company will consider any unfounded report made in bad faith in order to cause damage to colleagues and / or collaborators.

Any violation of this Code of Ethics and of the Management Protocols is sanctioned pursuant to the Internal Regulations of *SO.ME.L. S.p.A.* communicated to Employees, as well as the Disciplinary System [SD231] and Company Policy.

Employees are hired with a regular employment contract.

No form of irregular work or "undeclared work" is tolerated.

When the employment relationship is established, the collaborator receives information about:

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The Code of Ethics;
The duties and functions to be performed;
The regulatory and remuneration elements;
The rules and procedures to be adopted in order to avoid the possible health risks associated with the work activity.

Any form of discrimination against Employees or collaborators or Personnel is also prohibited. All decisions made in the management and development of Employees and / or Personnel are based on the consideration of merit profiles and / or correspondence between expected profiles and profiles owned by Employees and / or Personnel.

The same applies to the access to different roles or tasks.

SO.ME.L. S.p.A. considers absolutely unacceptable any kind of harassment or unwanted behavior, such as those related to race, sex or other personal characteristics, which have the purpose and effect of violating the dignity of the person to whom such harassment or behavior is addressed, both inside and outside of the workplace.

Any investigation on the ideas, preferences, and personal tastes and in general on the private life of Employees and / or Personnel is excluded. *SO.ME.L. S.p.A.* undertakes not to communicate or disseminate personal data without the prior explicit consent of the interested party, without prejudice to the cases envisaged by the law.

SO.ME.L. S.p.A. invites its Employees and / or its Personnel to pay attention to the information that is informally provided outside the company.

5.4.2 For Suppliers of goods and services to *SO.ME.L. S.p.A.*

SO.ME.L. S.p.A. considers behavior contrary to the principles expressed in the Code of Ethics, such as a serious breach of the duties of correctness and good faith in the execution of the contract, as well as a reason for breach of the fiduciary relationship and just cause to terminate contractual relations.


In this regard the *SO.ME.L. Confidentiality Agreement* (DOC 166 Rev.0) and the *General Conditions governing the supply* (PR.OC02.01 Rev.2).

5.4.3 Towards Customers

SO.ME.L. S.p.A., in carrying out its business and managing customer relations, it strictly complies with the law, the principles of this Code of Ethics and the internal protocols, with specific attention to the needs of the Customer.

5.4.4 Towards Suppliers

SO.ME.L. S.p.A. identifies and selects suppliers of goods and services with absolute impartiality, autonomy and independent judgment.

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Among the parameters chosen by the Company, for the selection of suppliers there is in particular the conscious sharing of the same ethical principles on environment, safety and quality.

SO.ME.L. S.p.A. in relations with suppliers of goods and services, it operates in compliance with the regulations, the principles of this Code of Ethics and the internal procedures. The employees, and, more generally, Personnel, involved in relations with suppliers must proceed to the selection and management of the related relationships, avoiding situations of conflict of interest, including potential ones, by reporting to the Company the existence or occurrence of such situations. The failure to notify of any conflict of interest by such Employees and / or Personnel can be punishable according to the Internal Regulation of *SO.ME.L. S.p.A.* communicated to employees, and the Company Policy.


5.4.5 In the management of the preparation of corporate accounting documents and in corporate communications

SO.ME.L. S.p.A. observes the rules of correct, complete and transparent accounting, according to the criteria indicated by the law and the Italian accounting principles. It also operates corporate communications in respect of the shareholders pursuant to the articles of the Civil Code.

In accounting and disclosure of facts relating to the management of the Company, the directors, Employees and more in general the Personnel are required to scrupulously respect the current legislation and internal procedures so that each operation is, in addition to being correctly recorded, also authorized, verifiable, legitimate, coherent, congruous and prudential.

In particular, in the management of the preparation of corporate accounting documents and in corporate communications, the employee and Personnel generally act in compliance with the principle of diligence and loyalty. Diligence means the set of precautions and attentions to be observed in the performance of the service. Instead, the obligation of loyalty consists in the prohibition to divulge information pertaining to the organization and to the operative methods and to make use of the acquired knowledge in such a way as not to damage the Company.

The Employee and / or the Personnel execute the dispositions inherent to the accomplishment of the own functions or duties that are imparted him from the superior. If he considers that the order is clearly illegitimate, the Employee demonstrates the reasons for the illegitimacy to the one who imparted it; if the order is renewed in writing it has the duty to give you the execution. The Employee, however, does not execute the order when the act is prohibited by criminal law or constitutes an administrative offense.

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5.4.6 Towards the Public Administration and Entities carrying out activities of public utility or public interest

SO.ME.L. S.p.A. adopts, in relations with the Public Administration and with the entities that carry out activities of public utility or public interest, the most rigorous compliance with the applicable EU, national and company regulations.

The Company, and on behalf of this, every Employee or Personnel, must not try to improperly influence the decisions of the institution concerned, in order to obtain the performance of acts that are compliant or against office duties, in particular by offering or promising, directly or indirectly, gifts, money, favors or utilities of any kind. The Employees or Personnel who receive instructions to do so must immediately notify the entity responsible for monitoring the Code of Ethics referred to in the previous art. 4.

5.4.7 Towards the Supervisory and Control Authority

SO.ME.L. S.p.A. draws on its relations with the supervisory and control authorities with the maximum collaboration in full respect of their institutional role, undertaking to promptly execute their requirements.

If necessary, *SO.ME.L. S.p.A.* undertakes to ensure that its business activities are carried out in such a way as not to violate in any circumstances the international embargo and export control laws in force in the countries in which the company may be interested in operating.


5.4.8 Privacy Protection

SO.ME.L. S.p.A. protects the confidentiality and confidentiality of information and data belonging to Employees, Personnel, collaborators or third parties, collected on the basis of or during the performance of work activities, and every Employee and Personnel is required to comply with these principles; the management of the processing of personal data is in full agreement with the current legislation on the subject.

The Recipients ensure the utmost confidentiality on the news and information constituting the corporate assets of *SO.ME.L. S.p.A.* in compliance with the GDPR 2016_679. Please refer to the documentation published on the company intranet and internet sites and in the corporate privacy service.

5.4.9 Protection of information systems

SO.ME.L. S.p.A. prohibits any practice that may violate the confidentiality of its own information systems and those of third parties or in any case cause damage to it, or aimed at falsifying a public IT document and / or having probative value. Please refer to the Company Policy document.

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5.4.10 Transparency, reliability and completeness of information

SO.ME.L. S.p.A. undertakes to communicate, when necessary and as necessary, information in a transparent, reliable and complete manner to all stakeholders who, rightly request it.

5.4.11 In relations with trade union organizations

SO.ME.L. S.p.A. does not make contributions of any kind, directly or indirectly, to trade unions, nor to their representatives or candidates except in the forms and in the ways provided for by the regulations in force, and imprints relations with them to principles of correctness and collaboration in the interest of the Company and Employees.

5.4.12 Confidentiality obligation

The knowledge developed by *SO.ME.L. S.p.A.* constitute a fundamental resource that every Employee, Personnel and, more generally, Recipient must protect. In fact, in the event of improper disclosure of such knowledge, *SO.ME.L. S.p.A.* could suffer both patrimonial and serious damages.

Therefore, Employees, Personnel and other recipients are required not to disclose information concerning the technical, technological and commercial knowledge of *SO.ME.L. S.p.A.* as well as other non-public information relating to the Company, except in cases where such disclosure is required by law or other regulatory provisions or where it is expressly provided for by specific contractual agreements with which the counterparties have undertaken to use them exclusively for the purposes of which such information is transmitted and to maintain its confidentiality. The confidentiality obligations referred to in the Code of Ethics remain even after the termination of the employment and / or collaboration relationship.


6 OBLIGATIONS OF THE RECIPIENTS

All the Recipients, including Entities that for any reason carry out their activities in favor of the Company, are required to know the rules contained in the Code of Ethics and the reference rules that govern the activity carried out deriving from the Law or from the internal procedures and regulations.

All Recipients must also explicitly accept their commitments deriving from this Code of Ethics, at the time of establishment of the work / collaboration relationship, at the first dissemination of the Code of Ethics or any relevant modifications or additions.

Recipients are also required to:

- refrain from any behavior contrary to the rules contained in the Code of Ethics;
- Contact their superiors, company representatives or the entity responsible for monitoring the Code of Ethics referred to in art. 4.1, in the event of a request for clarification on the methods of application of the provisions of the Code of Ethics;
- Promptly report to their superiors, to the company contacts or the Referent previously referred to in art. 4.1, any news, directly detected or reported by others, regarding

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possible violations and any request for violation of the provisions of the Code of Ethics, according to the methods indicated in the previous art. 4.2;

- collaborate with the structures in charge of verifying the possible violations of the provisions of the Code of Ethics;
- adequately inform every third party with whom they come into contact with in the workplace about the existence of the Code of Ethics and the commitments and obligations imposed by the same on external subjects;
- require compliance with the obligations that directly affect their activity;
- adopt appropriate internal and, if within their competence, external initiatives in the event of non-fulfillment by third parties of the obligation to comply with the rules of the Code of Ethics.

Every company manager is obliged to:

- represent, with one's own behavior, an example for one's collaborators;
- emphasize to collaborators that compliance with the Code of Ethics is an essential part of work performance;
- perform a control function on the correct implementation of the Code of Ethics for the areas of its competence;
- adopt, when requested by the context, immediate corrective measures;
- Prevent any kind of retaliation.

Any violation of this Code of Ethics is sanctioned pursuant to the Rules of **SO.ME.L.** communicated to employees, as well as the Company Policy, in compliance with the specialist rules (in particular the applicable national collective labor agreements) and the art. 7 of the Workers' Statute².

7 DISTRIBUTION OF THIS DOCUMENT

This Code of Ethics is brought to the attention of Employees and, more generally, of the Personnel, by posting them in workplaces accessible to all Personnel.

In addition to compliance with the posting obligations, this Code of Ethics will be disclosed during appropriate information sessions addressed to all Recipients, in paper and / or electronic form, either by direct distribution, or by e-mail and / or Pec. .

To obtain its maximum diffusion, this document, the Code of Ethics (in its complete version and in its extracts and translations), is published on the Company's website: <http://www.somel.it>

NOTES

- 1. Civil Code - "Art. 2104: Diligence of the employee.** "The employee must use the diligence required by the nature of the service due, by the interest of the company and the superior of the national production. He must also observe the provisions for the execution and the discipline of the work, given by the entrepreneur and by the collaborators of this which he hierarchically depends on".
- 2. Workers' Statute - "Art. 7. - Disciplinary sanctions"**. Disciplinary rules relating to penalties for infringements in relation to which each of them may be applied and to the procedures for contesting them must be brought to the attention of the workers by posting in a place accessible to all.

They must apply what is established on the matter by agreements and labor contracts where they exist.

The employer cannot adopt any disciplinary measure against the worker without having previously disputed the charge and without having heard it in his defense.

The worker may be assisted by a representative of the trade union association in which he / she adheres or assigns a mandate.

Without prejudice to the provisions of the law of July 15, 1966, n. 604, disciplinary sanctions cannot be ordered that involve definitive changes to the employment relationship; furthermore, the fine cannot be ordered for an amount exceeding four hours of the basic salary and the suspension from the service and from the salary for more than ten days.

In any case, the most serious disciplinary measures of the verbal reprimand cannot be applied before five days have passed since the dispute in writing of the fact that has given you cause.

Except for similar procedures provided for by collective bargaining agreements and without prejudice to the right to appeal to the judicial authority, the worker to whom a disciplinary sanction has been applied to can promote, in the following twenty days, also through the association to which he is registered or confer a mandate, the establishment, through the provincial labor office and maximum employment, of a conciliation and arbitration panel, 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 remains suspended until pronounced by the board.

If the employer does not provide, within ten days of the invitation addressed to him by the employment office, to appoint his representative within the board referred to in the previous paragraph, the disciplinary sanction has no effect.

If the employer appeals to the judicial authority, the disciplinary sanction remains suspended until the judgment is settled.

No effect of the disciplinary sanctions after two years from their application can be taken into account.