



# **CODE OF CONDUCT FOR SUPPLIERS AND SUBCONTRACTORS**

## **JOBS SPA**

LEGAL AND OPERATIONAL HEADQUARTERS  
VIA EMILIA PARMENSE 164 - 29122 PIACENZA, ITALY

Date: 30/05/2023

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REV. No.	3	Reason	Periodic update
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## Obligations and Rules of Conduct for Suppliers and Subcontractors

Following the implementation of a Management System for quality, environment, health and safety in the workplace in accordance with ISO9001, ISO14001 and ISO45001, as well as a Code of Ethics and an Organizational Model pursuant to Legislative Decree 231/2001, **Suppliers and Subcontractors** are required to scrupulously comply with rules of conduct inspired by the principles of ethics, sustainability and regulatory compliance.

<https://www.jobs.it/company-policy-and-certifications>

### Obligations for Supplier

#### Human rights

The Supplier agrees to respect human and labour rights conventions including specific ones on children, discrimination, harassment, forced labour and respect for diversity.

The Supplier declares to comply with the applicable Metalworking and Mechanical Engineering Industry Collective Agreements (in particular working hours, wages, freedom of association, women's rights, etc.), provisions regarding immigration regulations, regulations on the status of foreigners and requirements regarding the prevention of irregular work.

#### Health & Safety

The Supplier is committed to respect all designated rules to guarantee suitable health and safety levels for its workers.

In particular, the Supplier:

- analyses all the possible risks in its manufacturing area,
- implements all the suitable measures to minimize risks,
- informs all the workers of the possible risks present on the workplace and all the possible preventive and corrective actions to put in place,
- provides personal protective equipment and protective and suitable clothes,
- implements suitable fire protection and first aid measures (emergency and evacuation plans, fire-extinguish and emergency trained teams).

#### Environment

The Supplier undertakes to operate in an environmentally friendly manner by monitoring its energy efficiency and environmental impact (carbon footprint) and adopting behaviour for the responsible use of natural resources (water, air, conflict minerals, non-renewable raw materials).

The Supplier undertakes to take appropriate measures to reduce air emissions that represent a risk to the environment and health, including greenhouse gas emissions.

The Supplier undertakes to take appropriate measures to avoid the use of substances and materials with adverse environmental or health effects (e.g. cancerogenic, mutagenic and reprotoxic substances) within the scope of the respective applicable laws.

The Supplier undertakes to notify JOBS of any substances, articles and/or complex products containing substances of very high concern (SVHC) on the candidate list in a concentration higher than 0.1%.

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### Waste management

The Supplier undertakes to manage the waste produced by its activities appropriately and in accordance with current regulations, giving preference to recycling and reuse rather than disposal.

### Safety and Quality of the supplied product

The Supplier undertakes to provide:

- products and/or services that comply with current legislative provisions;
- products with all the labelling and declarations of conformity required by the above provisions or required by JOBS (e.g.: all product data sheets and user and maintenance manuals). These documents shall be prepared in accordance with the relevant technical standards and shall also contain the necessary environmental information including decommissioning aspects of the products.

The Supplier agrees to supply products of which it has complete availability and ownership of trademarks, patents or intellectual property rights in general, including copyright aspects of software.

### Information and Confidentiality

The Supplier undertakes to keep strictly confidential all information, news and data of which it becomes aware during or in connection with any contractual activity and/or business relationship with JOBS. Therefore, information received by JOBS shall be considered confidential and shall be used only for the performance of its activities.

The Supplier shall be careful to prevent such information from being used to promote or favor its own or others' interests.

### Business Ethics

The supplier undertakes to operate ethically in the areas of:

- anti-corruption, rejection of all forms of corruption and a commitment that its employees or agents will not give, offer, accept bribes or donations or other benefits in order to facilitate business,
- import, export and economic sanctions control, compliance with applicable laws on the import/export of goods, services and information,
- anti-money laundering, compliance with applicable anti-money laundering laws in business operations,
- fair competition,
- whistleblowing and protection against retaliation,
- protection and security of personal data,
- compliance with the EU Regulation on the import of minerals and metals containing tin, tungsten, tantalum and gold.

### Code of Ethics and Legislative Decree 231 of 2001

Pursuant to and for the purposes of Legislative Decree 231/01, the Supplier undertakes, in its relations with JOBS, to strictly comply with the rules contained in the Code of Ethics, approved by the Board of Directors of JOBS S.p.A., as an integral part of the Model adopted pursuant to Legislative Decree 231/01, accepting in full all its terms and conditions.

The Code of Ethics is available in its current version on JOBS website  
<http://www.jobs.it/ita/jobs-values-mission?ct=1544710570276>.

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### Code of Conduct for Suppliers who provide their services at JOBS site or at JOBS customers' sites

In addition to the above, which applies to all Suppliers, Suppliers performing their activities at JOBS site or at JOBS customers' sites must comply with the following regulations.

The Supplier undertakes to scrupulously comply with the obligations of the Law and the safety regulations set forth in its own risk assessment (Safety Plan - DVR) and/or interference risk assessment (DUVRI) prepared, when necessary, by JOBS with the cooperation of the Supplier, in accordance with the provisions of Legislative Decree no. 81/08 and following amendments.

The Supplier undertakes to provide, as an example but not in an exhaustive way, the following documents: registration with the chamber of commerce or equivalent document, authorization to carry out the activities, DURC, extract of the risk assessment for the activities of reference or safety plan, RCT insurance policy and any other document in accordance with the provisions of Article 26 of Legislative Decree no. 81/08 and following amendments.

The Supplier undertakes to provide its own declaration of technical-professional suitability in accordance with art.26 paragraph 1 letter a) point 1 of Legislative Decree no. 81/08 and that it is not subject of suspension or interdiction measures under art.14, paragraph 1, Legislative Decree no. 81/08.

The Supplier undertakes to use its own equipment, tools, machines, facilities, provisional works, etc., in compliance with current laws on safety and hygiene at work and in accordance with risk prevention regulations; the use of JOBS equipment must be authorized by JOBS and regulated through a loan for use.

The Supplier agrees to provide JOBS with a list of personnel who will work at JOBS or on behalf of JOBS at customers' sites; such personnel shall be in compliance with the health surveillance required by their job description and shall have attended all courses related to safety and the use of the equipment provided for the performance of their work. Certificates of capability and attestations shall be provided to JOBS upon request.

The Supplier agrees to provide its personnel with appropriate identification badges in accordance with Article 18, paragraph 1, letter u), Legislative Decree 81/08.

The Supplier undertakes to provide its personnel with the most appropriate personal protective equipment (PPE).

The Supplier undertakes not to subcontract the activities commissioned by JOBS without prior authorization.

The Supplier undertakes to comply with the environmental procedures in place at JOBS site.

The Supplier undertakes to comply with all safety procedures in place at JOBS site.

The Supplier also undertakes, according to its possibilities, to cooperate in the reduction of environmental impacts.

The Supplier agrees to comply with all quality standards and procedures of JOBS operating process, as well as the completion of JOBS forms and/or records.

Each employee shall take care of his own safety and health and that of other persons in the workplace, on whom the effects of his actions or omissions may fall, in accordance with his training and the instructions and means provided by the Employer.

The Employer JOBS S.p.A. undertakes to coordinate interventions aimed at the protection and prevention of risks due to interference between works of different companies involved in the execution of the activities.

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### INFORMATION ON RISKS

	PRODUCTION	OFFICES	EXTERNAL
Investments	yes	no	yes
Suspended loads	yes	no	no
Falling materials from height	yes	no	no
Material handling by lifting and transporting equipment	yes	no	yes
Presence of hazardous substances	yes	no	no
Presence of flammable substances	no	no	no
Spillage of liquids	yes	no	no
Slippery materials on floor	yes	no	yes
Projection of sparks	yes	no	no
Projection of chips or splinters	yes	no	no
High-pressure equipment or containers	yes	no	no
Presence of electrical cables on floor	yes	yes	no
Presence of flexible piping on floor	yes	no	no
Underground water pipes	yes	yes	yes
Walled electrical cables	yes	yes	no
Overhead electrical cables	yes	no	no
Flammable gas or liquid piping	no	no	yes
Glare caused by arc welding activities	no	no	no
Vibrations	yes	no	no
Noise zones	yes	no	no
High temperatures	no	no	no
Presence of electromagnetic fields	yes	no	no
Presence of dust	no	no	no

### HEALTH AND SAFETY IN WORKPLACES

Suppliers carrying out their activities at JOBS premises must comply with the following provisions:

- register for access at the reception desk and then be accompanied by the contact person to the JOBS area where the pertaining operations will take place,
- request the authorisation of the sector supervisor to leave the area in which operations are taking place,
- take the necessary measures to avoid incurring unnecessary risks to himself and to other persons present at the workplace, on whom the effects of his actions or omissions may fall,
- become acquainted with the emergency plan,
- become informed of the specific risks concerning the area in which works are to be carried out,
- observe all warning notices and comply with the obligations imposed,
- properly use machinery, equipment, tools, hazardous substances and preparations, transport means and other work equipment, and safety devices,
- properly use the personal protection equipment,
- do not use JOBS equipment or machinery, without having obtained a loan for use or authorization from the supervisor, without a prior joint assessment of the condition of the equipment itself and without prior training certified,
- immediately report to the supervisor lacks of equipment and devices, as well as any other hazardous conditions of which they become aware,
- suspend works and notify the specific supervisor in case of risk situations,
- keep the work area clean and put away materials that could be a source of danger to third parties as well,
- tidy up tools on concluding activities and disconnect the power plugs from portable electrical equipment,
- never obstruct transit or emergency paths,
- refrain from smoking in the whole site.

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### HOT WORK and USE OF NAKED FLAMES

Hot work and the use of naked flames are prohibited.

If such operations are absolutely necessary, it is mandatory:

- to request relevant authorisation,
- to cordon off the area with barriers or other, in order to prevent access by persons not involved in the work,
- to check that there are no combustible materials in the proximity at least 10m away,
- to provide a 6kg portable powder extinguisher.

### DANGEROUS SUBSTANCES

Suppliers intending to introduce dangerous substances (identified with labels carrying danger symbols) at JOBS premises, must:

- provide RSPP (Responsible for Prevention and Protection Service) with a list of the dangerous substances they intend making use of at JOBS,
- make the safety charts relevant to said substances available to RSPP,
- use the dangerous substances in observance of the provisions listed in the safety charts,
- take care that no containers with dangerous substances are left available to third parties,
- take care that no empty containers, even if clean, are left unattended,
- take care that no dangerous substances are spilled or that environmental accidents could be caused,
- intervene immediately to curb any spillages or limit the consequences of any environmental accidents, notifying the reference supervisor.

### WASTE

Because of the nature of activities carried out at JOBS site, Suppliers that generate waste must:

- be totally responsible for attending to its disposal or making arrangements with JOBS S.p.A. to undertake the most suitable waste disposal,
- refrain from smoking or using naked flames in the vicinity of containers for the temporary collection of waste,
- refrain from smoking or using naked flames in the ecological disposal areas or in proximity of these ones,
- never mix different types of wastes.

### ROAD CIRCULATION

Suppliers accessing JOBS site must comply with the following provisions:

- engines must not be kept running in the yard during loading and unloading operations,
- the speed limit of 20 Km/h must never be exceeded in the yard.