

Divisione Grafica - Etichette Autoadesive

Sales Srl | Società Benefit
Via Chivasso, 5 - 10098 Rivoli (TO)
Tel.: +39 011 9571000

Divisione Cartotecnica

Via Ferrero, 86 a/b/c 10098 Rivoli (TO)
Tel.: +39 011 9507361

Instruction for the Management of Reports Concerning Gender Equality

Anyone who believes they are a victim of harassment or discriminatory behaviour, or behaviour that violates the principles set out in the policies adopted by SALES S.r.l. Società Benefit (hereinafter "SALES") within the Gender Equality Management System, or who witnesses such behaviour or becomes aware of it, may submit a report, including anonymously, through the following channels:

- paritadigenere@salesspa.com
- black mailbox (with yellow sun) located at the premises in Via Chivasso, 5 – 10098 Rivoli (TO), positioned next to the notice board, in front of the canteen area, in the corridor leading to the changing rooms;
- paper correspondence addressed to:

Gender Equality Steering Committee, Via Chivasso, 5 – 10098 Rivoli (TO).

The recipient of the reports is the Gender Equality Steering Committee established by SALES, which will carry out preliminary assessments and, on the basis of the findings of the investigations conducted, will implement appropriate measures aimed at the immediate cessation of verified harassment and discriminatory conduct and at restoring a working environment based on principles of equality, fairness, freedom, respect and personal dignity in interpersonal relations.

The Gender Equality Steering Committee ensures adequate protection for the injured party against retaliation or penalisation and monitors that harmful conduct ceases.

Any conduct that effectively, directly or indirectly, creates a situation of retaliation against the reporting person shall be considered improper and unfair and, as such, will lead to the initiation of disciplinary proceedings in accordance with the applicable regulations.

If the report proves to be unfounded, the Gender Equality Steering Committee will act in such a way as to guarantee the protection of the accused person's reputation, reserving the right to adopt, with the involvement of the relevant functions, appropriate disciplinary measures against the reporting party, in order to remove the causes that led to the unfounded report.

Any reporting person who knowingly reports non-existent facts, or alters their actual substance in order to harm someone or obtain personal advantages, shall be directly liable, including from a criminal law perspective.

Confidentiality and Protection

All reports are handled ensuring the utmost confidentiality regarding the identity of the reporting person and all individuals and facts reported. Communication methods are adopted and used to protect the identity of the persons mentioned in the reports, as well as the confidentiality of identifying data, in any case avoiding the disclosure of the acquired data to parties unrelated to the reporting management process described in this instruction.

During the investigation procedure and upon its conclusion, the parties involved have the right to absolute confidentiality regarding the disclosure of their name or other information that may lead to their identification.

The processing of personal data in the context of the management of reports is carried out in

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compliance with Regulation (EU) 2016/679 on the protection of personal data of natural persons, as well as any other applicable laws and/or regulations.

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Domenico Tessera Chiesa
Sole Administrator