



## **Human Resources Management Policy**

Todini Costruzioni Generali S.p.A., recognizes the importance of a targeted Human Resources Management Policy, an articulated complex process relating to the administrative and legal management of all human resources during their entire working cycle within the company, focusing on planning, recruiting, selection, hiring, training, performance and potential evaluation, administration and remuneration.

The human resources management objectives to which Todini Costruzioni Generali assigns the utmost importance are:

- to efficiently manage recruitment and selection processes in order to ensure competitive market positioning and attract and hire the best candidates and highest professional standards;
- to ensure personnel training in Italy and abroad suitable for the assigned tasks so as to improve and strengthen capabilities and develop individual professional skills;
- to create a suitable working environment, both at the head offices and on site, where interaction between all cultures and exchange of knowledge takes place, aimed at defining a training experience with common objectives and results capable of creating a team identity where each individual's professional skills are developed;
- to develop local resources by means of a theoretical and practical training program in order to create and develop a sense of belonging and of a company identity;
- to implement performance and potential evaluation programs based on "performance management" principles, developing training programs capable of creating added value to the company system, increasing the value of internal resources (roles, activities and performances) and adopting a task rotation system;
- to ensure correct remuneration policies and, in respect of individual merits, guarantee impartiality, both internally, to avoid conflicts and contrasts between workers, and externally, assuring a remuneration level capable of maintaining the company's high competitive standards;
- to scrupulously respect all laws and standards regulating employment in Italy and abroad;
- to ensure no discrimination of any sort, of political or religious nature, nor for racial, sex or language reasons or for trade union reasons and to safeguard personal and sensitive data;
- to protect the health and safety of all personnel by adopting accident prevention and safety measures, by applying company procedures, and by means of information and training.

All Todini Costruzioni Generali personnel will be directly responsible for applying the company's Human Resources Management Policy.

The company will be responsible for reviewing and improving the contents of this Policy and of verifying its implementation.