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I. MAIN GOAL

This behaviour code has as main goal the definition of the principles that shall manage the conduct of the employees in the context of Filostamp's values: people, team job, ethic, customer and result orientation, innovation, community and environment.

II. APPLICATION FIELD

This behaviour code applies to all employees linked to Filostamp by a contractual relationship.

The suppliers that work for Filostamp will be informed about the content of the behaviour code in order to feel them part of it.

III. GENERAL PRINCIPLES OF BEHAVIOUR

In compliance with our values, Filostamp's employees shall adopt a behaviour that meets the following principles: ethic, professionalism and confidentiality.

Ethic

While carrying out their own daily tasks, Filostamp's employees shall act with independence, moral integrity and respect for people.

The principle of ethic is based on the compliance of the following norms:

- Respect: of the colleagues, customers and suppliers. Respect of the environment, of the rules and of work principles.
- Loyalty and good faith: always adopt a behaviour complying with loyalty and good faith principles against the Company, hierarchical superiors, colleagues and cooperators, as well as respect against third parties having business relationships.
- Conflict of interests: to give priority to the interests of the company than to the personal interests or interest of third parties that can influence decisions, behaviours or services when acting on behalf of Filostamp.

For example, the following situations may determine a conflict of interests:

- Carrying out one's own business in concurrence with activities of Filostamp Srl, also through one's own relatives
 - Carrying out a top role (Chief Executive Officer, Director, division manager) and in the meanwhile having economic interests with suppliers, customers or competitors (ownership of shares, professional duties, etc), also through one's own relatives.
 - Taking care of the relationships with the suppliers and in the meanwhile carrying out working activities at the supplier's, also through one's own relatives.
 - to accept money or favors from people or companies that want to enter a business relationship with Filostamp s.r.l..
- Integrity of the information: the information managed in one's sphere of responsibility has to be managed and communicated in a integral, precise and true.

- Privileged information: the privileged information obtained while carrying out one's own functions has not to be used or disclosed at its own advantage or advantage of third parties.

Professionalism

Filostamp's employees shall distinguish themselves for their high professionalism, acting in compliance with the following principles:

- Training: to dedicate to one's own training and that of one's cooperators in order to give the best performance possible while carrying out its own functions.
- Efficiency: Aspiring to reach the determined results for one's own responsibilities in the most efficient and productive way.
- Cooperation: Cooperation in a personal and active way with one's own cooperators and the other employees.
- Information: Providing to one's own superiors true, necessary, complete and punctual information related to the trend of the activities related to one's own competence area and providing to one's own cooperators and/or colleagues the necessary information for the correct performance of their own functions.
- Legality: being aware and respecting the norms that regulate Filostamp's activities in one's own sphere of responsibility.
- Risk prevention in the workplace: respecting the preventive norms related to safety by using individual and collective protection tools put at disposal by the Company.

The employees leading a group shall make sure that its member carry out their own activity in safe conditions.

- Innovation: Promoting the continuous improvement and the innovation in order to reach the best possible quality on the basis of profitability criteria.
- Relationships with suppliers: as the suppliers are cooperators of the Company, their treatment shall be equal, and shall be compliant with the legislative framework. It is forbidden to offer, give, receive or push for any type of off-contract remuneration or compensation. It is also forbidden to use one's own position of Company employee in order to get personal advantages.
- Customer orientation: operating with effectiveness, professionalism and cooperation spirit, aiming to full satisfaction of our customer's exigencies through high-quality competitive solutions, always adopting a friendly, kind and helpful attitude. The information supplied to the customers shall be clear and correct, while requests and claims shall be managed through the appropriate channels.
- Use of the resources of the Company: the resources of the Company shall be used only for professional purposes.

Every person is required to operate with care in order to safeguard the company assets through responsible behaviour and in line with the operative procedures set for regulating their use, by documenting precisely their utilization. More particularly everybody has to:

- use with great care the entrusted assets

- avoid improper use of company assets
- adequately safeguard the entrusted resources and quickly inform the responsible units in case of eventual threats or events harmful for the Company.

Concerning the IT applications and phone systems, everybody has to:

- adopt what forecasted by the company safety policy, for not jeopardizing the functionality and protection of IT systems.
- avoid to send threatening or injurious e-mail messages or to use low-level language, or to express inappropriate comments that can offend people and/or cause damage to the company image
- avoid to surf on Internet website with indecent or offensive contents, and anyway not related to professional activities.

Filostamp s.r.l. keeps the right to prevent misuse of its assets and infrastructures through the use of IT systems, verifications and risk analysis and prevention, notwithstanding the respect of the applicable laws.

- Cooperators: the employees responsible for a team of cooperators shall take particular care to the motivation and professional development of its members, and shall be engaged in offering growth opportunities on the basis of meritocracy criteria and professional contribution. Among the other things for this aim they have to safeguard the employability of the cooperators, to promote their training and learning, to recognize their efforts in a specific way and to evaluate the results in an objective way.
- Engagement for the environment: acting in a responsible way for the environment protection by complying with legal obligations and taking part to the environmental programmes launched by Filostamp and acting with the greatest care for correcting every mistake that can cause environmental damages.

Confidentiality

It is intended that Filostamp's employees carry out their professional tasks, both internally at Filostamp's and with relationships with third parties, always guaranteeing the absolute confidentiality of the information whose disclosure or publication may influence the company's interests.

This principle, that continues to be valid also after the termination of the employment with Filostamp, takes the form of the respect of the following norms:

- Professional secrecy: the professional secrecy shall be maintained for data, reports, statements, strategic plans and other activities of Filostamp and its employees that are not of public domain and whose disclosure may influence Filostamp's interests. It is forbidden to disclose these information without authorization, unless acting according to a precise request from a judicial authority or legal provision.
- Intellectual property: it is forbidden to use for personal or third party interest or for-profit activities the softwares, IT systems, manuals, video, courses, studies, reports, etc. created, developed or improved at Filostamp's as the Company always owns the intellectual property.
- Knowledges and know-how: always maintain the greatest confidentiality when using internal knowledges outside Filostamp.

- Customer documentation like technical documentation, drawings, norms, specifications, etc.

IV. RESTRICTIONS AND INCOMPATIBILITY

Filostamp's employees are subject to the following restrictions.

It is forbidden to hold offices, to perform functions or act as representative for competitors, suppliers or goods or services or companies that exercise prerogatives or control on competitors.

Employees shall consult Filostamp before accepting any office or nomination outside the company that could influence the independence and the professional dedication to the Company.

V. ENTRY INTO FORCE

This code of behavior has been approved by Filostamp's Management and has been shared with all employees and associates. Every modification and integration will be subject to the Management's approval and opportunely disclosed to all receivers.

VI. RESPONSIBILITY

It is responsibility of the Management:

- To take decisions concerning significant breaches of this code.

It is responsibility of the Management:

- To check the application and the respect of the code of ethics and survey the initiatives for disclosing and understanding it.
- To receive and analyse the notifications of breach of the code of ethics.
- To propose modifications and integrations to be carried out on Code of Ethics.

The notifications for breaches or suspect breaches of the Code of Ethics can be sent in writing, eventually after consulting the author and the responsible of the presumed violation. The Management acts in order to guarantee protection to the reporters against any retaliation (for example for suppliers, interruption of business relationships; for employees, for example, a non-promotion).

The Quality Manager evaluates the breaches of Code of Ethics and proposes the methods of processing to the Management that will take the consequent measures.