


10 Rules to Prevent Harassment, Violence and Discrimination in the Workplace

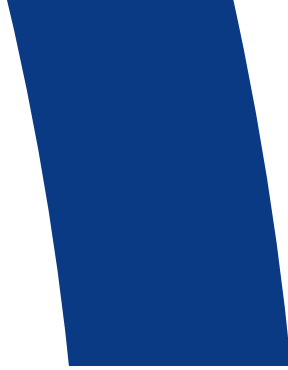
Autostrade per l'Italia Group's commitment

autostrade
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Diversità Equità Inclusione
un valore per tutti



**One of Autostrade per
l'Italia's priorities is to ensure
a working environment that
upholds everyone's dignity
and inviolability, and the
principles of respect and
fairness in interpersonal
relationships.**



We condemn and deem intolerable all forms of harassment, violence, bullying and, more generally, any behaviour that is oppressive, discriminatory or detrimental to human dignity, in accordance with the "Joint Statement on Preventing and Combating Harassment, Violence and Discrimination in the Workplace" referred to in the National Collective Labour Agreement (Articles 52 and 53). Moreover, we undertake to take appropriate measures against those who engage in such behaviour.

In October 2023, the Bilateral Committee for the Protection and Inclusion of Diversity - established by a framework agreement dated 19 April 2021 between Autostrade per l'Italia and the five trade unions (FILT-CGL, FIT-CISL-UILTRASPORTI, SLA-CISAL, UGL VIABILITÀ), and part of ASPI's Governance for Gender Equality and Group Inclusion - signed a Protocol against harassment, discrimination and violence in the workplace. This Protocol reinforces the Company's commitment to combating all forms of violence and to raise awareness of the need to report any form of discrimination through the company's whistleblowing channels and through a first line of support and assistance, provided by an anti-harassment helpdesk.

Recognising violence

Violence in the workplace can take various forms, and their seriousness is not always immediately apparent.



VERBAL ABUSE

(Note: the correct term is “verbal abuse” rather than “verbal harassment”, in legal terms)

- Making comments about a person’s gender, physical appearance, age, private life, sexual orientation, ethnicity, beliefs, etc...
- Using humiliating language, or offensive and/or sexualised comments or jokes when communicating and interacting with colleagues.
- Swearing, shouting, making threats, intimidations and blackmailing when communicating or interacting.



NON-VERBAL ABUSE

- Making sexually suggestive gestures or behaving inappropriately.
- Encouraging someone to accept physical contact.
- Sending sexually explicit messages by any means.



INVISIBLE ABUSE

- Isolating or excluding someone with the purpose of inflicting psychological abuse on them.
- Behaving inappropriately when there are no witnesses present, or when witnesses are unwilling to report the incident out of fear.
- Behaving inappropriately outside the company (e.g. on business trips, at trade fairs or events).


10 ANTI-HARASSMENT

- 1 Those who experience harassment and discrimination are sometimes unaware of it, and often underestimate the consequences of other people's behaviour.**

Everyone is responsible for creating a physically and psychologically safe working environment. Be on the lookout for subtle signs of harassment in the workplace, so that you can act on them immediately and ensure a safe working environment for yourself and others. Calling out an harassing situation – i.e. identifying it – helps to foster a culture of respect.

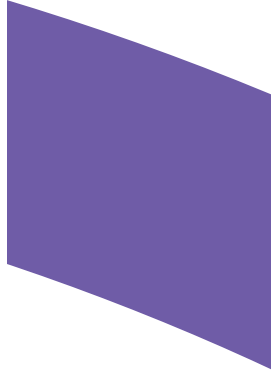

- 2 Harassment is defined as any unwanted behaviour,** such as an offensive comment or joke, which violates a person's dignity and humiliates them on the grounds of their gender, religion, personal beliefs, disability, age, sexual orientation or ethnicity. What matters is how you perceive it.

- 3 If you perceive a behaviour as unwanted, annoying or inappropriate, you are experiencing harassment,** even when you are offered excuses such as: "It was a joke", "You are not upset, are you? It was just a compliment", "I meant it in a friendly way". Other people's intentions don't matter.



4 Sexual harassment is defined as any unwanted behaviour of a sexual nature, whether overt or subtle, such as words containing sexual innuendo or references to a person's body, explicit sexual gestures, unwanted physical contact, requests (including implicit ones) for sexual favours, or sharing offensive images. Only you can decide what is a sexually-oriented situation.

5 Do not tolerate swearing, shouting, threats, exclusion or isolation under any circumstances: such behaviour can also constitute harassment, particularly if it escalates into repeated abuse of power or psychological persecution (mobbing), deliberate strategies employed by supervisors to oust a colleague from the workplace (bossing), or acts of persecution (stalking). Don't let anyone get comfortable in "berating" you.



6 **If you feel uncomfortable in a work relationship, act promptly before the situation escalates or crystallizes** Stalking is defined as any repeated and intrusive behaviour of a harassing nature, such as threats, tailing, harassment, phone calls or unwanted attention, which may interfere with a person's normal daily life. Respect yourself and ask for help. Putting up with this kind of behaviour isn't the answer.

7 **Do not be condescending towards someone engaging in a harassing behaviour:**
Speak to them without smiling, apologising or behaving in a way that might downplay the importance of what you're saying. You need to take a firm stand against harassment.

8 **Report the matter to your immediate superior** (unless they are the person responsible for the behaviour) or to a colleague you trust who can offer you initial support. Talking about what happened is the "first step" towards coming to terms with it.

9 Use the channels available to you to report an issue. For more information, consult “ASPI Group Whistleblowing Policy”, which also outlines the safeguards provided by Group companies to protect and safeguard the whistleblower and any other parties involved. Trust your company and let it handle a harassment case.

10 Remember that the Company, by introducing the Protocol Against Harassment, Violence and Discrimination in the Workplace, **also provides an Anti-Harassment Helpdesk,** an external support and initial assistance service you can turn to free of charge, to report any violence incidents of any kind.



To promote a safe working environment:

- If you have any questions about the guidelines set out herein, please contact the Diversity, Equity and Inclusion Office, within the Human Capital and Organisation Department, or your company's Whistleblowing Management Body.
- Encourage appropriate behaviour among colleagues.
- Share the 10 Anti-Harassment Rules.

Whistleblowing channels and procedures

Submit your report in writing or verbally on the Whistleblowing Platform, which can be accessed from the home page of the company Intranet or the website of each Group company.



This reporting system allows you to report an abuse/harassment case completely anonymously, if you wish so, and does not require you to register or to provide any personal details.

The Management Body is also available to meet with you to take your report if you request so on the Platform, whilst ensuring the utmost confidentiality and protection.

Using the following QR code,
you can also access the
"Report Management" page.



We guarantee the utmost confidentiality regarding your identity, the existence of a report and its content. And the same level of protection is also extended to the person reported and any other persons involved, in accordance with current legislation.

Protection is also guaranteed to ensure that whistleblowers are not subjected, even indirectly, to any form of retaliation, discrimination or disadvantage as a result of their report, regardless of whether the report is subsequently found to be well-founded or not, except where the report is made with a malicious intent or gross negligence.

Remember that you should report any conduct of a criminal nature of which you are aware to the relevant authorities.

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