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# CODE OF ETHICS

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## **1.0 INTRODUCTION**

Jobs (hereinafter also referred to as "the Company") deals with the design, manufacture, assembly, testing, repair, maintenance and trade of industrial machine tools.

While performing its business, Jobs considers it of primary importance to have an organizational system based on ethical and moral values that is constantly being respected. This Code is disclosed to all parties concerned.

This Code therefore shows the principles of "business ethics" that Jobs recognizes as its own and which calls for compliance by all employees and interlocutors. The Company carries out its activities both inside and outside, always complying with the contents of this Code, in the belief that business ethics, business management, and employee relations management must be jointly pursued with the corporate success.

The Code of Ethics also forms an integral part of the "*Management and Organization Model*" implemented by Jobs under Legislative Decree no. 231 on the "*discipline of administrative liability of legal persons, companies and associations without legal personality*".

## **2.0 CODE APPLICATION SCOPE**

All those who work to achieve the business goals such as directors, employees, collaborators, external consultants, suppliers, and customers are required to comply with this Code. Any conduct contrary to the principles set forth in the Code will be sanctioned in accordance with the provisions of the disciplinary system, which is also an integral part of the Management Model.

## **3.0 GOALS AND VALUES**

Jobs's primary goal is to create value for the shareholder and more generally of the *Stakeholders*<sup>1</sup>.

To this end, industrial and financial strategies and the resulting operating practices are oriented, inspired by the efficiency of resource utilization. While pursuing this goal, Jobs inevitably complies with the following behavioral principles:

- **Lawfulness:** Jobs, as an active and responsible component of the community in which it works, is committed to complying with and enforcing in its internal relations and relations with the outside world the laws in force in the States in which it works and the ethical principles commonly accepted and sanctioned in the International business management standards;

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<sup>1</sup> Those who come into contact with the company, autonomous holders of interests to be met and enhanced. This category includes shareholders, employees/partners, customers, continuity and the market.

- **Fairness**: Jobs rejects and stigmatizes the use of unlawful or inadequate behaviors (towards the community, public authorities, customers, workers, investors, and competitors) to achieve its economic goals, which are purely pursued with the excellence of performance in terms of the quality and convenience of products and services, thanks to the multi-year experience in the field, the customer care and the constant search for the best innovations available on the market;
- **Integrity**: Jobs relies on organizational tools to prevent the violation of the principles of legality and fairness by its employees and partners and supervises their observance and concrete implementation;
- **Transparency**: Jobs assures the market, investors and the community in general, while safeguarding the competitiveness of their businesses, full transparency on their actions;
- **Fair competition**: Jobs is committed to promoting fair competition, which considers it functional to its very own interest as well as to all market players, customers and stakeholders in general;
- **Quality**: Jobs pursues excellence and competitiveness in the market by providing its customers with quality services that meet efficiently their needs;
- **Respect**: Jobs protects and enhances the human resources it employs;
- **Sustainable Development**: Jobs responsibly uses resources respecting the environment and the rights of future generations. The interest for the environment and sustainable development are goals that the Company seeks for.

## **4.0 INTERNAL RELATIONSHIPS**

### **4.1 EMPLOYEES**

#### **4.1.1 HUMAN RESOURCES**

Jobs acknowledges the centrality of human resources in the belief that the main success factor of each company is the professional contribution of people working there, in a framework of mutual loyalty and trust. The Company safeguards safety and health at the workplace and considers it fundamental to respecting the rights of workers in the conduct of its business. Work relationship management is geared towards ensuring equal opportunities and encouraging each other's professional growth. In the coordination of hierarchical relations, authority must be exercised fairly and any conduct that may be considered to be detrimental to the dignity and autonomy of the worker is prohibited. Jobs, in the person of all workers, is committed to meeting the regulatory obligations in terms of labor protection, safety at workplace, trade union rights and health and hygiene conditions.

#### **4.1.2 HEALTH AND SAFETY**

Jobs is committed to explain the importance of respecting the principles of safety at the workplace by monitoring and controlling the implementation of planned prevention and protection measures.

Jobs assesses all perceived risks and, through proper planning activities, adopts contrast and elimination actions as much as possible.

The worker must not create danger for his or her safety and for his/her colleagues. He/she is obliged to comply with the internal regulations and to cooperate in the improvement of control and prevention systems.

#### **4.1.3 WORKPLACE**

Jobs provides a healthy work environment in accordance with the requirements of the workplace standards. Employees have at their disposal adequate equipment for carrying out the duties and tasks assigned.

Workstations require a diligent, careful use of the tools provided.

It is forbidden to use corporate tools for private and non-business purposes.

#### **4.1.4 WORK ORGANIZATION**

Any communication concerning temporary or definitive displacement of the place of work will be transmitted to the worker concerned, with the appropriate means.

Work shift schedules will take into account as much as possible the working needs while respecting the rest and quality of life of workers.

#### **4.1.5 RELATIONSHIP MANAGEMENT**

In the management and organization of working activities, Jobs assures the adequacy and competence of human resources.

In view of this goal, the corporate Top Management defines the organizational and administration chart of the safety at workplace.

Management of the relationships with workers is based on principles of fairness.

Every worker must operate effectively to share his/her ideas in order to create a growth-oriented, up-to-date and positive work environment.

#### **4.1.6 NO DISCRIMINATION**

Any form of discrimination on grounds of race, nationality, sex, age, disability, political or trade union opinions, religious beliefs, health status, sexual orientation, against any person within and outside the Company shall be prohibited.

#### **4.1.7 PROMOTION AND PROTECTION OF EMPLOYMENT**

The corporate Top Management implements strategies that combine growth and business profitability with the protection and development of employment, especially youth one.

#### **4.1.8 PERSONNEL SELECTION**

The choice of workers is done in the respect of equal opportunities and the person as a whole.

The candidate are described the selection procedures, the corporate organization and the position for which he/she will be evaluated.

#### **4.1.9 ACCESS**

Jobs schedules the job access of a new recruited being based on ways suitable to foster integration into a collaborative and profitable working environment.

Corporate referrals will provide the information required and the current behavior rules.

#### **4.1.10 TRAINING**

In the pursuit of continuous professional improvement, Jobs is committed to defining training pathways to provide the best tools to effectively and efficiently work.

In addition, according to current legislation, Jobs establishes a workplace safety training plan to inform, educate and train workers about the risks involved in the job.

#### **4.1.11 GROWTH**

Jobs enhances each being's contribution, thus ensuring equal opportunities for growth and attributing responsibilities consistent with training, role, and skills, recognizing - in terms of organizational autonomy - the experiences gained.

Professional evaluation is done according to meritocracy by applying principles of correctness and valorisation of human resources.

The worker is committed to establishing harmonious and collaborative relationships by avoiding frictions, litigation, and conflict situations.

#### **4.1.12 CONFIDENTIALITY AND PROCESSING OF COMPANY INFORMATION**

Jobs, in person of all its employees, is committed to ensuring the utmost confidentiality of all information related to the company.

Particular attention will be paid for confidential information, as it is not officially spread by the company and which otherwise would have negative consequences for it.

It is forbidden for any employee to disclose such information in any way whatsoever.

Only authorized persons will be able to handle the above confidential information.

#### **4.1.13 CONFLICT OF INTEREST**

Employees must avoid any involvement in situations where a conflict of interest may arise with the company.

The worker has to get away and distance from contexts that can influence his/her fairness and transparency. By way of example, a conflict of interest may arise in the case of the assumption of social responsibilities or the carrying out of any kind of work, with customers or suppliers of Jobs.

#### **4.1.14 PRIVACY POLICY**

Personal data, as defined by Legislative Decree 196/2003, are dealt with in accordance with the rules on the protection of privacy.

JOBS guarantees that the information and data acquired and managed by staff and co-workers in the exercise of their work and possibly entered in appropriate databases will be used within the limits set by the company's procedures and in compliance with national privacy laws.

The Company also undertakes to protect the information about its employees and partners, thus avoiding any misuse of such information.

The above information is handled exclusively by authorized persons and with the consent of the person concerned.

It is forbidden to transmit such data outside of specific control standards and procedures.

### **5.0 EXTERNAL RELATIONSHIPS - CUSTOMERS AND SUPPLIERS**

#### **5.1 ENTERING INTO THE CONTRACT**

During the contract negotiations, Jobs commits itself to communicating the information useful to managing the collaboration relationship in order to avoid conflicts and any kind of misunderstanding.

Both parties ensure good faith, fairness, and loyalty in the conducts before and after entering into the contract.

## **5.2 RELATIONSHIP MANAGEMENT**

If the conduct of the business partner is particularly deplorable from a moral, social or environmental point of view, and in sharp contrast to the policy implemented by Jobs, it may reconsider the relationship in place to protect its image.

## **5.3 GIFTS AND BUSINESS COURTESY**

Jobs rejects any form of corruption, collusion, unlawful favors, and solicitations aimed at gaining personal benefits.

It is forbidden for any kind of gift, offer, and promise of money or goods that can be interpreted as exceeding the normal courtesy of the commercial practice and intended to influence decisions or behaviors.

## **5.4 CUSTOMERS**

### **5.4.1 SERVICE OFFERED**

Jobs bases the excellence of the products and services offered on the care and attention given to the demands and needs of the customers. The ultimate aim of the Company's business is to guarantee an immediate, qualified and professional response to the needs of customers by providing an efficient service and operators who consider courtesy and skills their strengths distinguishing themselves on the market.

### **5.4.2 STARTING THE RELATIONSHIP**

Jobs is committed to defining in a clear and precise manner the subject matter and modalities of the provided service by supplying transparent sales contracts/orders, which are easy to understand in order to avoid misunderstandings and difficulties of concrete application. Analogous commitment of collaboration is required by the customer. The Company believes that business relations must be based on principles of fairness and transparency and, as a result, clauses or conditions that are likely to be interpreted must be avoided.

In the event of extraordinary requests, Jobs is available to satisfy the customer's wishes after having analyzed their concrete realization with due time and modes.

### **5.4.3 RELATIONSHIP DEVELOPMENT**

The inspiration behind the policy pursued by Jobs is care and attention to customer relationships.

All communications, interactions and operations must be based on principles of professionalism, competence and fairness.

Trade agreements will include specific clauses establishing the obligation for the parties to comply with the provisions of this Code.

In the unfortunate hypothesis that problems may arise during performance, Jobs offers maximum collaboration and availability in solving the problem.

## **5.5 SUPPLIERS**

### **5.5.1 RELATIONSHIPS WITH SUPPLIERS**

Every purchase transaction must be made by the department in charge according to the internal procedures in use and must comply with principles of fairness, transparency and consistency.

Any attempt to alter the normal business relationships must be reported promptly to the Supervisory Body.

### **5.5.2 PURCHASES**

In order to ensure maximum accuracy and transparency in the purchase of goods and services, it is essential to properly store the relevant documentation according to the approved internal procedures and those used.

In the case of competitive bids, the evaluation of the suppliers will take place by taking into account objective evaluation parameters and procedures, aimed at obtaining the best solution solely for the benefit of the company.

## **5.6 FINANCIAL MARKET**

### **5.6.1 SHAREHOLDERS**

Jobs is committed to ensuring equal treatment for all categories of shareholders, thus avoiding preferential behavior. The mutual benefits of belonging to a group of companies are pursued in accordance with the applicable regulations and the self-interest of each company in creating value.

### **5.6.2 INFORMATION**

Jobs is aware of the importance of proper information on its business for the market, investors and the community in general. Without prejudice to the confidentiality requirements required by business conduct, the Company assumes transparency as its goal in dealing with all stakeholders. In particular, Jobs communicates with the market and investors respecting the criteria of fairness, clarity and equal access to information. Inside, each transaction must be properly authorized, executed, recorded, verifiable, legitimate and congenial. Each transaction must be supported by appropriate documentation so that it can be carried out at any time with checks that are characterized by features, motivations and that allow the identification of the phases and authors.

### **5.6.3 NOTICE TO THE OUSIDE**

Communication must be based on respect for the right to information and any dissemination activity must comply with the principles set out in current legislation, professional conduct rules and must be carried out with clarity and transparency. The management of media relations is reserved exclusively to the corporate departments.

### **5.6.4 TRANSPARENCY OF INFORMATION**

Jobs' employees are required to provide complete, accurate, transparent information aimed at enabling recipients to develop transparent and balanced relationships.

### **5.6.5 RELATIONSHIP WITH GROUP COMPANIES**

In the acquisition cases, the corporate Top Management undertakes to verify that the activities and organization of the hypothetical company to be acquired are consistent with the principles expressed in the group policy.

### **5.6.6 RELATIONSHIP WITH THE FINANCIAL COMMUNITY**

Aware of the importance of business information, Jobs is committed to sending them in the most appropriate and appropriate manner, taking into account possible market repercussions.

In managing relationships with shareholders and other actors in the financial system, Jobs ensures transparency and reliability.

### **6.0 RELATIONSHIP WITH SUPERVISORY BODIES**

Jobs is committed to ensuring availability and a profitable contribution to the carrying out of inspection activities performed by the appropriate bodies. The Company will provide all the information requested by the Bodies and, in case of on-site verification, will ensure the availability and co-operation of its staff both in access to facilities and in consultation with the documentation.

In the event that the Body considers it appropriate to report remarks and indicate the appropriate steps to be taken, Jobs will put in place any useful activity in order to comply with these instructions. The relationship with the Body will be managed according to principles of collaboration and respect, taking into account the ultimate goal of Jobs: carrying out the business activity in accordance with current legislation in every sector.

### **7.0 RELATIONSHIPS WITH COMMUNITY AND ENVIRONMENT**

#### **7.1 COMMUNITY**

Jobs intends to contribute to the economic well-being and growth of communities in which it works through the provision of efficient and technologically advanced services.

Consistent with these goals and with the responsibilities assigned to the various stakeholders, Jobs identifies research and innovation as a priority for growth and success.

Jobs maintains relationships with public local, national and supranational authorities, inspired by full and effective collaboration and transparency, while respecting the reciprocal autonomy, the economic goals and values contained in this Code. Jobs welcomes and supports, where appropriate, social, cultural and educational initiatives geared towards the promotion of the person and the improvement of his/her living conditions.

Jobs provides no contributions, benefits, or other benefits to political parties and workers' organizations, nor to their representatives or candidates, while respecting the applicable law.

## **7.2 ENVIRONMENT**

Jobs believes in sustainable global growth in the common interest of all stakeholders, both present and future. Investment and business choices are therefore informed of the respect for the environment and public health. Without prejudice to the specific applicable legislation, the Company takes into account environmental issues in defining its own choices, including through the implementation of specially designed and economically viable technologies and production methods that will reduce the environmental impact of its activities, even beyond the limits of the standards.

### **7.2.1 RELATIONSHIP WITH THE ENVIRONMENT**

Jobs is committed to carrying out business activities in compliance with the current environmental regulations, thus minimizing the environmental impact.

The entire production cycle is structured in a way that avoids negative effects on the outside.

The corporate Top Management undertakes to divulge the values of the protection of the surrounding area and environment and the feasibility of sustainable development.

Any structural changes will be implemented by evaluating any environmental consequences.

Jobs wishes to show that the pursuit of business profit can be reconciled with the enhancement of the environment.

## **8.0 COMPLIANCE WITH THE CODE**

Compliance with this Code is the responsibility of the corporate bodies, the Top Management and job-providers of Jobs, as well as all external collaborators, such as consultants, agents, suppliers, etc.

Jobs undertakes to implement appropriate procedures, regulations or instructions to ensure that the values set out herein are reflected in the concrete behavior of each of them and of all their employees and collaborators, including, where appropriate, appropriate sanctioning systems for any violations.

## **9.0 IMPLEMENTING AND MONITORING THE CODE OF ETHICS**

The Code of Ethics and any future upgrading is approved by the Board of Directors.

The Code of Ethics is a reference and an integral part of the Organization, Management and Control Model pursuant to former Legislative Decree. 231/2001.

***10.0 HOW TO DISCLOSE THE CODE OF ETHICS***

This Code of Ethics is made available to all interested parties through the publication on the Jobs website.