



**Eldeco Elettronica S.r.l.**

## **CODE OF ETHICS**

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## 1. Premise and Purpose

Eldeco Elettronica S.r.l., leader in the distribution of electronic components, operates with the aim of offering high quality products and services, respecting the fundamental values of professional ethics and sustainability. Eldeco Elettronica's activity is guided by the following corporate Vision and Mission:

### **Vision:**

‘To represent excellence in the supply of electronic components’.

### **Mission:**

‘To implement a range of products with the best value for money by focusing on efficient and tailor-made service’.

This Code of Ethics is a guide for all recipients to ensure compliance with the principles that govern every aspect of our business activities.

The adoption of a Code of Ethics is not only a commitment to compliance with current regulations, but also a means of consolidating Eldeco's reputation as a responsible company, transparent and oriented towards the enhancement of human and professional relations.

### **Objectives of the Code of Ethics**

1. To provide clear guidelines for the conduct of business activities.
2. To promote a working environment based on respect, inclusion and equal opportunities.
3. Ensure that relationships with customers, suppliers and other stakeholders are managed in an ethical and transparent manner.
4. Integrate social and environmental responsibility principles into business strategies.
5. Prevent behaviour that may compromise corporate integrity or compliance with applicable regulations.

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## 2. Addressees and Application

### **2.1 Addressees**

The Code of Ethics applies to:

- Employees and Collaborators: All people working for Eldeco are required to comply with the principles and rules contained in this document.
- Suppliers and Business Partners: Eldeco selects suppliers and partners who comply with the ethical principles of the company.

- Customers: Eldeco's commitment to its customers is to offer high quality services, managed with professionalism and transparency.

## **2.2 Scope of Application**

This Code of Ethics is binding for all activities carried out by Eldeco, both in Italy and abroad. It is an integral part of the corporate governance system and must be respected in every operating context.

It is also perfectly in line with the ISO9001 & ISO14001 certifications in place at Eldeco Elettronica S.R.L.

## **2.3 Methods of dissemination and sharing**

To ensure maximum effectiveness of the Code, Eldeco undertakes to:

- Distribute it to all employees, collaborators and business partners.
- Organise specific training sessions to disseminate its contents.
- Make it available on the company's digital channels.

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# **3. General Principles**

## **3.1 Legality**

Eldeco operates in full compliance with applicable laws and regulations, adopting standards of conduct that ensure legal compliance in every transaction.

## **3.2 Integrity and Honesty**

Every business activity must be conducted with the utmost integrity and honesty. Employees and collaborators are required to always act in a fair and transparent manner.

## **3.3 Transparency**

Transparency is the basis of all business relations. Eldeco is committed to providing clear, accurate and timely information to all its stakeholders.

## **3.4 Respect for the Person**

Eldeco protects the dignity, rights and diversity of each individual, promoting an inclusive environment and respectful of differences.

## **3.5 Environmental Sustainability**

The company integrates sustainability into its decisions, adopting practices that reduce environmental impact and promote the responsible use of resources.

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## 4. Relations with Stakeholders

### 4.1 Relations with customers

Eldeco places customers at the centre of its activities, committing itself to:

- Offer products and services that meet agreed quality standards.
- Guarantee clear and transparent contracts.
- Constantly monitor the quality of products and services.
- Respect delivery times and contractual conditions.

Every customer is treated with respect, professionalism and helpfulness, without any form of discrimination or favouritism.

### 4.2 Relations with Suppliers

Suppliers are selected on the basis of objective criteria, such as:

- Quality of products and services.
- Reliability and technical capacity.
- Commitment to comply with environmental and ethical regulations.

Eldeco promotes collaborative relationships based on mutual trust and respect for contractual agreements. It is forbidden to accept gifts or benefits that may influence business decisions

### 4.3 Relations with Colleagues

Within the company, Eldeco promotes a climate of collaboration and mutual respect. Each employee is encouraged to contribute to the collective success, adopting behaviour marked by professionalism and courtesy. Eldeco encourages the adoption of actions, suggestions and proposals aimed at improving the working climate. Each employee is invited to make a personal commitment to contribute to this goal. A healthy working environment improves the quality of people's work and requires the personal contribution of each employee and collaborator.

Any differences of view or labour disputes must be discussed through constructive dialogue aimed at the good of the company but also marked by mutual respect.

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## 5. Working Environment

### 5.1 Health and Safety

Eldeco regards health and safety at work as a top priority. The company is committed to:

- Ensure a safe working environment, in compliance with current regulations.
- Providing continuous training on safety issues.
- Promote accident prevention through regular checks and the adoption of preventive measures.

Every employee has a duty to comply with safety regulations and to report any risk situations.

## **5.2 Inclusion and Equal Opportunities**

Eldeco rejects any form of discrimination based on gender, ethnicity, religion, sexual orientation, age or disability. The company is committed to ensuring equal opportunities for professional development and growth for all employees.

## **5.3 Training and Development**

Ongoing training is a key element of Eldeco's strategy. The company invests in improving the technical and managerial skills of its employees, offering opportunities for updating and growth.

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# **6. Rules of Conduct**

## **6.1 Use of Company Resources**

Company resources must be used for professional purposes only. Any misuse that may harm the company or compromise the security of information is prohibited.

## **6.2 Conflicts of Interest**

Employees and collaborators must avoid situations that may generate conflicts of interest. Any potential conflict must be promptly reported to the management.

## **6.3 Confidentiality**

Eldeco protects the confidentiality of company information and personal data. Each employee is required to strictly comply with the company's data protection policies.

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# **7. Sustainability and Environment**

Eldeco integrates sustainability principles in all its activities, promoting:

- Energy Efficiency: Through the adoption of innovative technologies and the monitoring of consumption.
- Waste Reduction: By favouring recycling and responsible disposal.
- Green Suppliers: By selecting partners that adopt environmentally friendly practices.

The company encourages employees to contribute ideas and initiatives to improve environmental sustainability.

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## 8. Control System and Sanctions

### 8.1 Monitoring

Eldeco implements an internal control system to ensure compliance with the Code of Ethics. This includes:

- Periodic audits.
- Targeted audits on specific business processes.

### 8.2 Reporting

Employees, collaborators and partners can report possible violations of the Code of Ethics through dedicated channels. Eldeco guarantees the confidentiality of reports and protects reporters from retaliation.

### 8.3 Sanctions

Violations of the Code of Ethics may result in disciplinary measures proportionate to the seriousness of the violation. These may include:

- Formal reprimands.
- Temporary suspensions.
- Termination of the contractual relationship.

The system of sanctions shall, of course, comply with the Italian provisions of the sector's CCNL.

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## 9. Final dispositions

This Code of Ethics has been approved by the Board of Directors of Eldeco Elettronica S.r.l. and is subject to periodical revisions in order to guarantee its topicality and effectiveness. Any changes will be promptly communicated to all addressees.

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**Date: Torino 12/12/2024**

**CEO Eldeco Elettronica S.r.l.**

