



**MARSILLI**

Group

**PROCEDURE FOR SELECTION**  
**AND RECRUITMENT OF STAFF**

Document **P HR-001**

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# **1. PREAMBLE**

The process of staff selection and recruitment is considered a very important activity since, for Marsilli, the human factor is a strategic asset on which to base its ambitions for growth and market leadership in a context of economic, social and environmental sustainability. Selecting and employing people suitable for tasks present in the corporate organizational system is the right premise for a path of growth that can satisfy both business needs and workers needs for integration and satisfaction. Marsilli for this reason and in line with what was already expressed in its internal and public documents where Marsilli has shown its commitment to the universal principals aimed at protecting the rights of individuals, while banning any discrimination in favor of promoting their inclusion besides rewarding their commitment and the professional skills, within the limits of their individual abilities and aspirations, deems appropriate to encourage these principals by including them to this procedure with the aim of providing the governing bodies involved in the activities of selection and recruiting, a precise operational reference intended to assure observation and application of these principles in the practice of staff selection and recruitment.

## **2. AIM OF THE PROCEDURE**

This procedure has the aim of guaranteeing within the processes of staff selection and recruitment the application of the following principles:

- elimination of child labour;
- elimination of all discrimination based on gender, race, religion, colour, political or trade union views, philosophical beliefs, sexual preferences, language and nationality;
- promotion of selection criteria based on candidates' suitability based on the knowledge, experience and skills necessary for the tasks to be performed and/or the organisational role to be filled;
- promotion of equal economic and contractual treatment.

## **3. INTERNAL REGULATORY FRAMEWORK**

This Procedure is based on and implements principles established and already adopted in the following documents:

- Marsilli Code of Ethics.
- Labour, safety and human rights policy.

## **4. RECIPIENTS AND FIELD OF APPLICATION**

This Procedure is addressed to all companies of the Marsilli Group. The recipients are their highest Administrative bodies and more specifically, HR Management and the personnel that is responsible for staff selection and recruitment.

## **5. PROCEDURE FOR SELECTION AND RECRUITMENT OF STAFF**

The procedure made up of the following stages:

- Advertising the Job.
- Collection of applications.
- Selection of suitable candidates for the role/task.
- Presentation of applications to the target functions and selection of candidates to be recruited.
- Definition of the contractual agreement with the selected candidates.

The principles mentioned in Point 2 must be strictly adhered to while carrying out each of the stages listed above. The relevant operational details are provided in the following paragraphs.

### **5.1 ELIMINATION OF CHILD LABOUR.**

#### **— 5.1.1 Definition of child labour**

Child labour is defined as labour carried out by young people who, by the law applicable in the country where their place of destination is located, have not yet reached the age of majority.

#### **— 5.1.2 Prohibitions**

The use of child labour is prohibited. Therefore, it is forbidden to recruit, for whatever reason, young people who have not yet reached the age of majority, as defined in the preceding point.

#### **— 5.1.3 Derogations**

The ban referred to in the preceding paragraph may be waived in the following cases:

- Integration of young trainees to provide them with work experience consistent with their course of studies;
- integration of young people who have completed their studies and come of age in the year of their employment.

### **5.2 DISCRIMINATION DURING SELECTION AND RECRUITMENT STAGES.**

#### **— 5.2.1 Prohibitions**

In all stages concerning the personnel selection and recruitment process, without any regard to the types of tasks to which the selection is directed, the types of contract offered, the roles to be filled, etc., it is strictly prohibited to apply principles that discriminate against applicants on the basis of the following differences:

- gender;
- race;
- religion;
- colour of the skin;
- political views;
- trade union views;
- philosophical beliefs;
- sexual preferences;
- language;
- nationality.

### — 5.2.2 Criteria to be adopted

Criteria aimed for maximum respect of the candidate must be adopted during all the stages of selection and recruitment process, taking care to protect his/her dignity as well as his/her privacy. Applications must be selected and chosen on the basis of their suitability for knowledge, experience and skills required for the tasks to be performed and/or the organisational roles to be filled.

At all stages of the selection and recruitment process, criteria must be adopted to ensure maximum respect for the candidate, taking care to protect his dignity as well as his privacy.

## 5.3 EQUAL ECONOMIC AND CONTRACTUAL TREATMENT.

### — 5.3.1 Prohibitions

In stages concerning the recruitment of personnel, without any regard to the types of tasks to which the selection is orientated, the types of contract offered, the roles to be filled, etc.; it is strictly prohibited to offer candidates economic and contractual treatment on the basis of the following differences:

- gender;
- race;
- religion;
- colour of the skin;
- political views;
- trade union views;
- philosophical beliefs;
- sexual preferences;
- language;
- nationality.

### — 5.3.2 Criteria to be adopted

Criteria aimed for maximum respect of the candidate must be adopted during all stages of the selection and recruitment process, taking care to protect his/her dignity as well as his/her privacy. The economic and contractual proposals must be modulated exclusively on the basis of the suitability of the candidates with respect to the knowledge, experiences and competences necessary for the tasks to be performed and/or the organizational roles to be filled.

## **6. IMPLEMENTATION AND SUPERVISION**

The implementation of the Procedure is delegated to the Management of the individual companies that are part of the Group, in the persons at the various hierarchical levels that make them up. The supervision of compliance of this Procedure is entrusted, for Italian companies, to the Supervisory Bodies of individual companies, where present, while for the non-Italian, or without Supervisory Body, this function is performed by their highest administrative body or by another specifically appointed supervisory body. Anyone is authorized to report violations of this Procedure that they become aware of. For Italian companies, the reports will be addressed to the Supervisory Body of individual companies, where present, while for non-Italian companies, or without a Supervisory Body, the reports will be addressed to the Supervisory Body of Marsilli S.p.A. The competent Supervisory Body is responsible for investigating the validity of the report, listening to the reasons of the reporter and to the person responsible for the breach reported and to report it, as defined in the operating rules of the Supervisory Body. For non-Italian companies or companies without a Supervisory Body, this function is performed by the highest administrative body or by another body specifically appointed by the Supervisory Body of Marsilli S.p.A..