

Work-life balance policy

This policy contains useful information for working life, the guidelines that employees must follow to comply with contractual and corporate obligations, and the guidelines implemented by the company to facilitate an ideal work-life balance.

The activities carried out by OGR Torino not always match the ordinary working hours that would allow full integration between personal and working life.

In fact, being involved in operations concerning the world of events, OGR Torino employees may have to work evenings, nights and Sundays. These activities are inherent to the core business of OGR Torino and must be taken into account when joining the.

At OGR Torino we believe in the fair valorisation of free time, promoting adaptations to be applied to the work schedule so as to find ways of balancing work and family life.

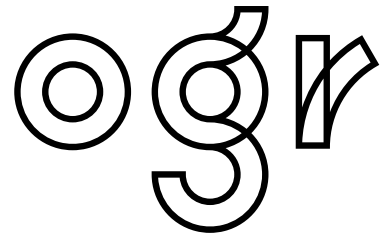
APPLICABLE CONTRACT AND LEGAL REFERENCES

The contract applied is the Collective Bargaining Agreement for the Tertiary and Services Sector ("*Terziario e Servizi*", www.contrattocommercio.it); for its content reference should be made to Legislative Decree 66/2003.

WORKING HOURS

The working time is set at 40 hours per week, to be spread over five or even six working days. Wherever possible, the so-called "flexible working schedule" can be enjoyed. Working hours are normally spread over five days a week, for a total of 40 hours in the following flexible time slots: entry is permitted from 8:00 to 9:30 a.m.

Beyond 6 working hours a lunch break becomes mandatory, for a minimum of 30 minutes and a maximum of 2 hours. Lunch breaks may be taken between 12.00 and 15.00.



All employees may enjoy flexitime both entering and leaving. When there is an opening to the public, employees' entry/exit times will be subject to the timetable of the activity.

On arrival at the workplace, employees must clock in with the designated badge, the same must be done for the lunch break (both leaving and returning) and at the end of the working day.

Senior managers will only be required to clock in.

Should an employee forget to clock in or out, the HR Manager must be promptly notified, copying the support staff, with an e-mail stating the time of entry or exit.

In the event of failure to clock in or out, employees will be required to report the matter within the day.

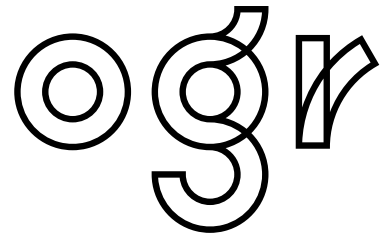
Failure to clock in for the lunch break will result in two hours being counted as per the maximum break time allowed.

In the event of a mishap or delayed access to the premises, employees are required to promptly notify their Supervisor and the HR Department, copying the support staff. If an employee is late for more than three days in a month, he/she will face serious disciplinary action.

OFF-SITE ACTIVITIES

Should an employee be involved in an off-site engagement as the first or last activity of the day, he/she must notify his/her Function Head and the HR Manager. He/she must then clock in on arrival at or before leaving the place of work, communicating by e-mail the start time of the off-site activity.

Any exit from the workplace for meetings or work activities to be carried out off-site must be agreed and authorised by the Supervisor of the employee concerned, keeping the HR Manager informed, with the employee clocking out and on returning to the premises.



OVERTIME

The National Collective Labour Agreement (C.C.N.L.) envisages 40 working hours per week, excess hours will be counted as overtime, if requested and approved.

It is not allowed to exceed 13 hours of work per day, 48 hours of work per week and 250 hours per year.

There must be at least 11 hours of rest between working days.

To work overtime, the employee must notify the Head of Function and the HR Manager, copying the support staff, specifying the activity to be performed, and he/she must receive approval from both.

Should it be necessary to work evenings or nights, it will be good practice for Function Managers and employees to organise their working day so as not to exceed eight hours, where possible. In such case the employee concerned may start the working day later or take a longer break, in agreement with his or her Supervisor and informing the HR Department.

In order to allow the employees to balance work and personal life, it is preferable that overtime hours are offset within the same week or month.

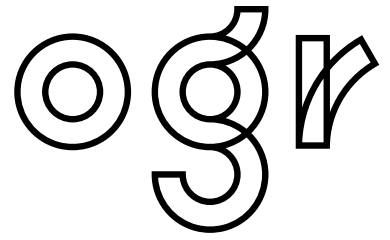
Should an employee fail to request authorisation and decide to work overtime, the latter will not be credited.

In the case of activities during evening hours or holidays, the Head of Function will draw up a plan so that the workers involved rotate as much as possible.

TIME BANK

The company has set up a Time Bank, whereby each employee can have an individual account of overtime hours that they can use in compensatory leave.

The Time Bank may not exceed 100 hours in the course of a year. Compensatory leave must be used in the same way as ordinary paid leave hours (request to be submitted to the Head of Function, HR Manager or General Manager).



These hours must be offset by June of the year following the year in which the overtime was worked.

VACATIONS AND PUBLIC HOLIDAYS

Vacation time accrues annually from 1st September to 31st August.

Days off for abolished public holidays and paid leave hours accrue annually from 1st September to 31st August (calendar year).

Vacation time and paid leave must be requested and granted by the Head of Function and the HR Manager by e-mail.

In accordance with the National Collective Labour Agreement, the vacation scheduling will be agreed between the parties, consistent with work requirements.

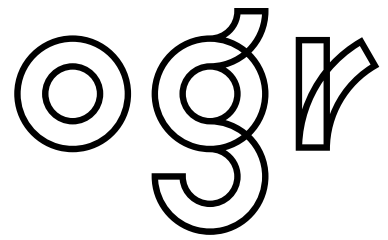
The summer closure of the premises (or part thereof, bearing in mind the need to ensure essential services) will be decided by the Management by April, the HR Manager will request the employees to draw up a vacation plan, and the Management's response will reach the employees by May.

Employees are required to implement and share with their own Supervisor and the HR Department a plan to use up holidays, paid leave and Time Bank hours, so that a surplus of less than 70 hours will result in December.

INDISPOSITION

In the event of temporary indisposition preventing the performance of work, the employee is required to notify the HR Manager by copying the support staff of the absence. The company grants 3 working days per year not justified by a medical certificate. However, it is specified that the day must not systematically follow or precede a public holiday, a vacation, a leave permit, a rest day or a strike. It is also specified that the employee must notify any indisposition at the beginning of his or her working hours, by sending an email to his or her Supervisor and the HR Manager, copying the support staff.

In the event of indisposition exceeding one day, the employee must visit his or her General Practitioner to obtain a sickness certificate.



Medical check-ups

In the event of medical check-ups during working hours, the employee must notify his Function Head and the HR Manager by e-mail, copying the support staff. The duration of the medical visit will be calculated as working time, upon presentation of proof issued by the doctor's surgery, showing the time of entry and exit from the surgery.

If the document is not handed in to the Personnel Office, the unjustified hours will be deducted from the amount of paid leave hours.

The time needed to reach the place of the visit will not be counted as working time.

The company will recognise medical examinations up to a maximum of twenty hours per year. Beyond this limit, the hours will be deducted from vacation time and paid leave.

Smart Working

The Company grants the option of Smart Working.

The rules governing this way of working are contained in OGR's internal Regulation and in the Smart Agreement.

Moving home

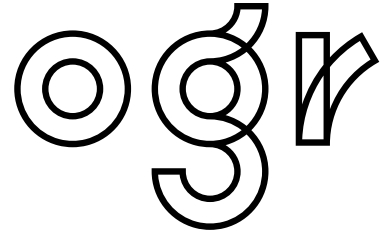
If moving home, the Company grants the employee the possibility of being absent from work for up to a maximum of 3 consecutive days.

Each employee may submit by email a request to the HR Department to use such days only once during the employment relationship.

The Policy is systematically reviewed as part of training and internal audit activities to ensure that equality and diversity are continuously promoted in the workplace.

For the purpose of ensuring the correct application of the Control System, the Direction is committed to providing the resources needed to sensitise all personnel to the absolute respect of the requirements contained in the policy.

The Gender Equality, Equity and Inclusion Policy envisages the definition



and periodic review of the goals set, the achievement of which will be monitored through specific measurable indicators.

To pursue these objectives, the Direction has established a Steering Committee that works in close cooperation with the Human Resources function.

The Direction supervises and supports initiatives aimed at pursuing the objectives of this Policy in consultation with the Steering Committee, which has full responsibility and authority for its actual implementation.

Anyone detecting any non-compliance with this Policy should promptly report it at the following link: <https://ogrtorino.whistlelink.com>