



UN Global Compact  
**Communication  
on Progress  
2020**

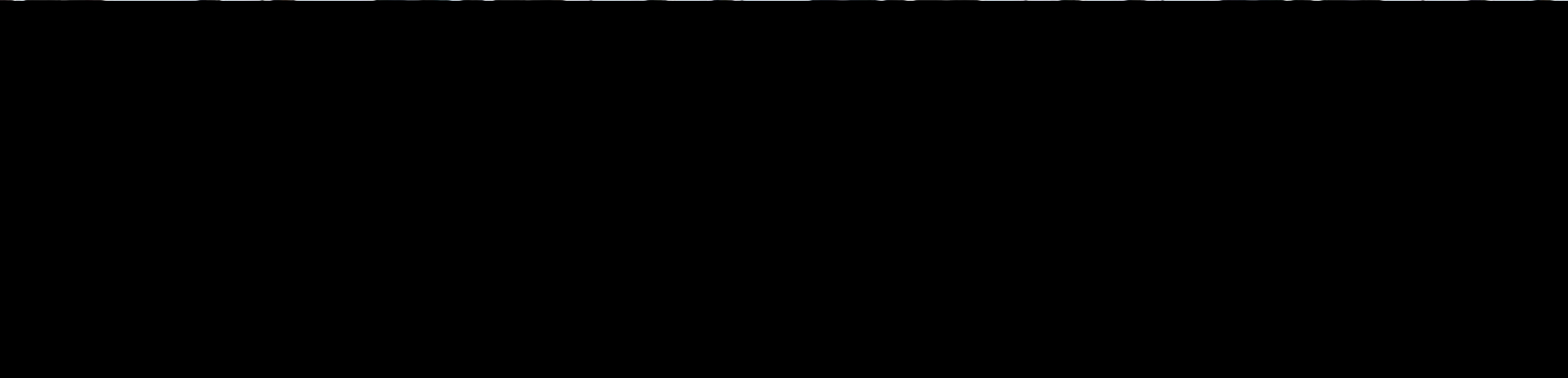
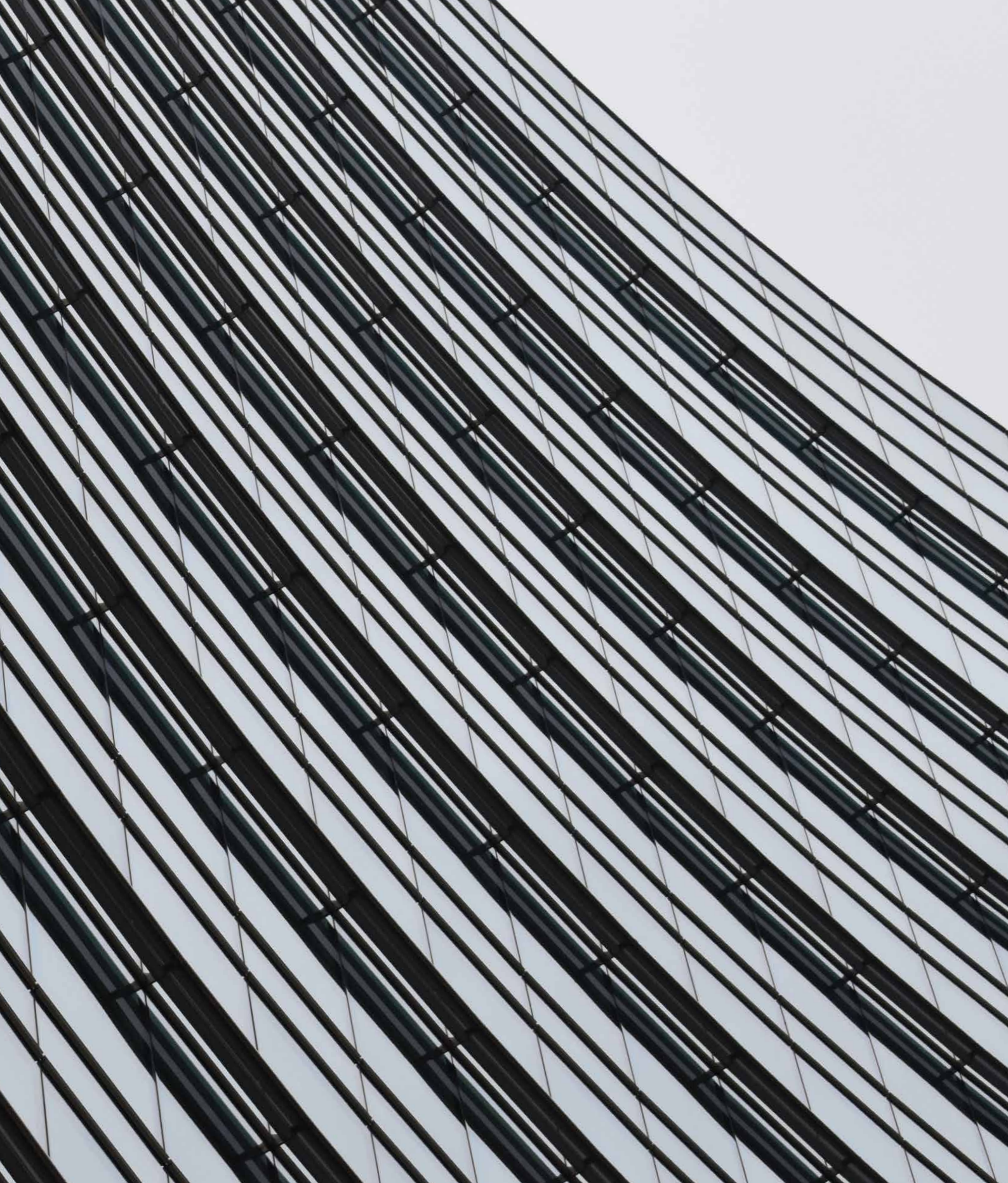


knowledge intensive business services

This is LATTANZIO KIBS' Communication on Progress in implementing the Principles of the UN Global Compact and supporting broader UN Sustainable Development Goals.

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# Our Statement of Continued Support

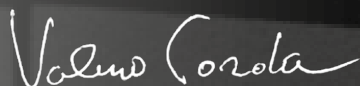
2020 has been a *sui generis* year. We faced the health emergency, and we put a great effort into our work by strengthening the spirit of collaboration in our team. We have paid particular attention to our renewed internal management procedures and processes, promoting a more cohesive culture within our company, together with brand enhancement, digitalisation and international vision.

Therefore, we are pleased to reaffirm Lattanzio KIBS's support to the Ten Principles of the United Nations Global Compact in the four areas of Human Rights, Labour, Environment, and Anti-Corruption, at the core of our Code of Ethics since 2016 and part of our strategy, culture, dedicated services and daily activities.

We are constantly involved in collaborative projects, integrating the Sustainable Development Goals of the United Nations into all our activities, aiming to enhance and shape a more sustainable future both within Lattanzio KIBS as with all our business partners and external stakeholders.

With this Communication on Progress we intend to convey the actions we performed to include the Global Compact and its principles into our business throughout 2020. At the same time, we engage to share this information with our business partners and stakeholders by means of our main communication channels.

Valerio Torda  
CEO of LATTANZIO KIBS S.p.A.



# Introduction

The United Nations Global Compact (UNGC) started in 2000 with the intention to lead the power of companies and stakeholders taking collective actions in support of responsible corporate citizenship. The Global Compact is a framework for businesses aimed at supporting, with their operations and strategies, the Ten Principles of the UN Global Compact in the areas of human rights, labour, environment and anti-corruption.

When companies incorporate the Ten Principles of the UNGC into their strategies, policies and procedures, and establish a culture of integrity, they are not only upholding their basic responsibilities to people and planet, but also setting the stage for long-term success. As the world's largest global corporate citizenship initiative, it is concerned with demonstrating and developing the social legitimacy of business and markets.

At LATTANZIO, we decided to prove our commitment, and become a signatory of the UNGC under the brand name LATTANZIO KIBS in November 2017.

LATTANZIO KIBS S.p.A. is an operating company, subject to the direction and coordination of the holding company LG Invest S.r.l.

- i. LATTANZIO KIBS supports and respects the protection of internationally proclaimed human rights (Principle 1)
- ii. LATTANZIO KIBS regularly monitors that it is not complicit in human rights abuses (Principle 2)
- iii. LATTANZIO KIBS upholds the freedom of association and the effective recognition of the right to collective bargaining (Principle 3)
- iv. LATTANZIO KIBS supports the elimination of all forms of forced and compulsory labour (Principle 4)
- v. LATTANZIO KIBS supports the effective abolition of child labour (Principle 5)
- vi. LATTANZIO KIBS supports the elimination of discrimination in respect of employment and occupation (Principle 6)
- vii. LATTANZIO KIBS supports a precautionary approach to environmental challenges (Principle 7)
- viii. LATTANZIO KIBS undertakes initiatives to promote greater environmental responsibilities (Principle 8)
- ix. LATTANZIO KIBS encourages the development and diffusion of environmentally friendly technologies (Principle 9)
- x. LATTANZIO KIBS strongly works against corruption in all its forms, including extortion and bribery (Principle 10)

# Overview



knowledge  
intensive  
business  
services

LATTANZIO KIBS is a strategic consulting hub headquartered in Italy that operates globally, alongside the European Commission, the United Nations, the World Bank and some of the most relevant international cooperation funding and development organizations. LATTANZIO covers the following knowledge intensive business services: Advisory, Technical Assistance, Monitoring & Evaluation, Learning, Communication, ICT Lab and Safety Quality Environment.

The synergy of knowledge intensive business services can certainly increase the ability to innovate, develop better processes, optimize resources and create new employment opportunities. With its strong set of expertise and innovation, LATTANZIO KIBS holds an important role as facilitator in promoting development throughout the institutions it constantly collaborates with.

ADVISORY	TECHNICAL ASSISTANCE	MONITORING & EVALUATION	LEARNING	COMMUNICATION	ICT LAB	SAFETY QUALITY ENVIRONMENT
<ul style="list-style-type: none"> <li>Organizational analysis, process analysis and change management</li> <li>Programming, strategic and management control</li> <li>Territorial governance</li> </ul>	<ul style="list-style-type: none"> <li>EU Programs governance</li> <li>Programming and implementation</li> <li>Monitoring</li> <li>Auditing</li> </ul>	<ul style="list-style-type: none"> <li>EU Programs evaluation</li> <li>International evaluation</li> <li>Monitoring &amp; Customer analysis</li> </ul>	<ul style="list-style-type: none"> <li>Innovative classroom learning</li> <li>Knowledge infrastructures</li> <li>Research &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>EU funded programs communication</li> <li>Institutional communication</li> <li>Visibility campaigns</li> <li>Territorial marketing</li> </ul>	<ul style="list-style-type: none"> <li>Integrated advisory and project management</li> <li>Design &amp; Implementation</li> <li>Innovation</li> </ul>	<ul style="list-style-type: none"> <li>Management systems</li> <li>Legislation</li> <li>Training</li> <li>Organizational models</li> </ul>

## Our sectors of expertise

**PUBLIC ADMINISTRATION REFORM**  
GOVERNANCE & PUBLIC MANAGEMENT | JUSTICE  
DIGITAL AGENDA & E-GOVERNMENT  
ACCOUNTABILITY & QUALITY OF SERVICE

**LOCAL DEVELOPMENT**  
MARKETING PLACES  
INTERNATIONALIZATION

**PRIVATE SECTOR DEVELOPMENT**  
SMEs DEVELOPMENT  
STARTUP & BUSINESS INCUBATION  
CREATIVE INDUSTRIES

**EDUCATION & SOCIAL POLICIES**  
EMPLOYMENT | VOCATIONAL TRAINING  
DIGITAL LEARNING

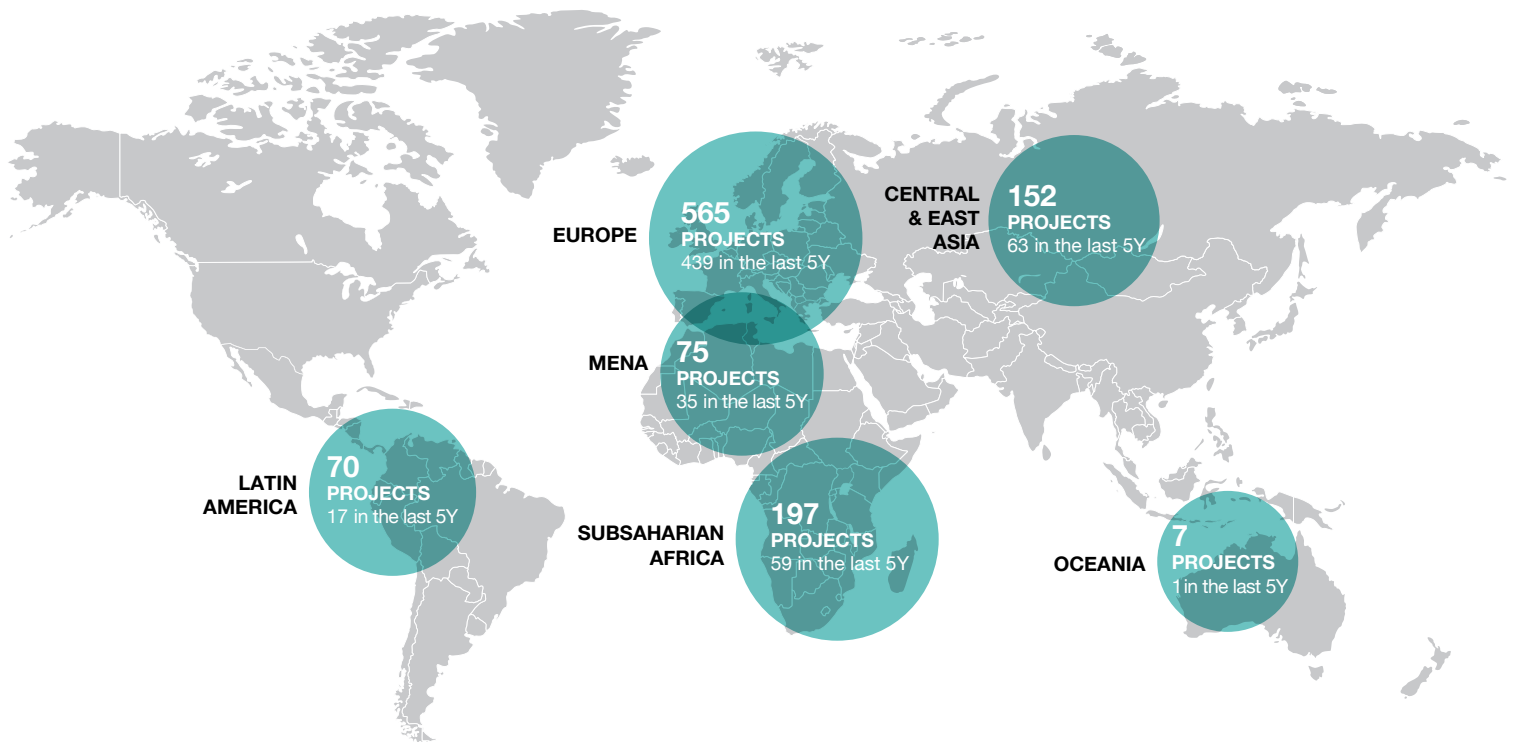
**RURAL DEVELOPMENT & AGRIBUSINESS**  
STRENGTHENING VALUE CHAINS  
FOOD SECURITY & FOOD SAFETY  
AGRICULTURAL PRODUCTIVITY

**HUMAN RIGHTS**  
DEMOCRACY  
GENDER POLICIES EVALUATION

**ENERGY & ENVIRONMENT**  
ENERGY & NUCLEAR SAFETY  
ENVIRONMENT, HEALTH & WORKPLACES  
SAFETY MANAGEMENT

Projects implemented in 130 Countries

500+ clients



+75 Global projects

Next to national and local governments all over the world, alongside the European Commission, the United Nations, the World Bank and some of the most relevant international cooperation funding and development organizations.





Implementing  
the Ten Principles  
**2020**





# Human Rights

## UN Global Compact Principles

**Principle 1** Business should support and respect the protection of internationally proclaimed human rights

**Principle 2** Business should ensure that they are not complicit in human rights abuses

## Our Actions to promote Human Rights

LATTANZIO KIBS has a deep commitment to safeguarding people and making sure that each person is treated with equal consideration and respect. For this reason, we promote and support the human rights of every employee, external consultants, stakeholders and beneficiaries we work or come into contact with. Central aim of our work is protecting and enhancing human rights, whether through direct interventions or through the work we do to advise and support the recipients of our services.

In delivering our work, we make sure that we do not inadvertently allow the rights or well-being of anyone to be harmed, whether it is our staff, our partners' personnel, our beneficiaries, or indeed any other member of the public, and particularly vulnerable members of the community.

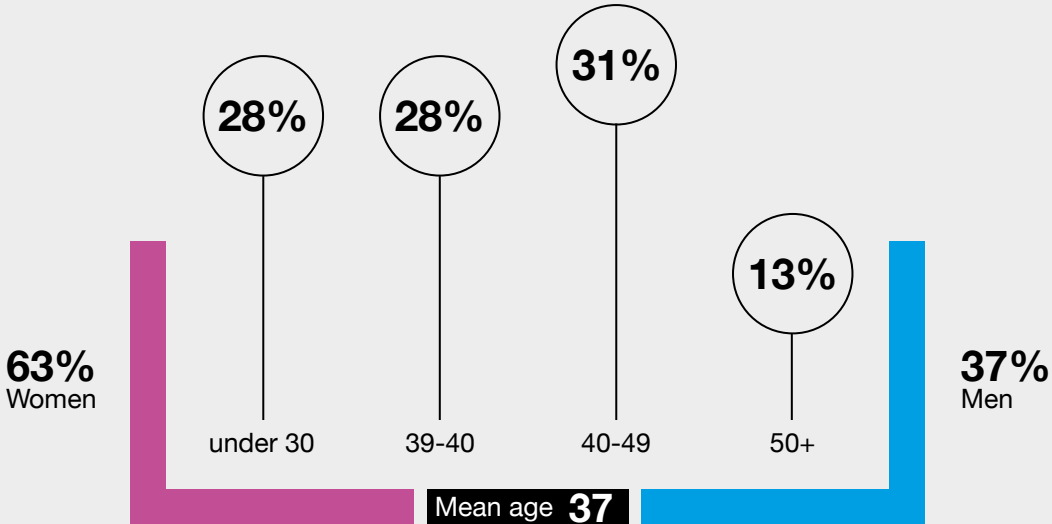
LATTANZIO KIBS has its own Code of Ethics (CoE), which covers respect for human rights and applies to all our employees as well as to external consultants to ensure we respect fundamental human rights in every country. The CoE outlines the ethical principles and conduct that should be followed by employees and other recipients.

This helps to create a control environment ensuring that the business units' activities are always based on the principles of fairness and transparency, and reducing the risk of the crimes mentioned in Italian Legislative Decree 231/2001.

Internally, we make sure not to damage the physical, psychological and moral integrity of our human resources by:

- Protecting their privacy according to the law and to the General Data Protection Regulation, expressly delimiting the information that can be collected (any investigation of ideas, habits and in general on the private life of employees is prohibited).
- Protecting them against any mobbing action or behavior that can cause psychological suffering, ensuring a positive environment.
- Protecting them against any form of sexual harassment and gender discrimination.

Permanent Team



Our Services to promote Human Rights

Externally, LATTANZIO KIBS provides advisory and technical assistance to public entities to improve their institutional capacity to reduce poverty, support more vulnerable populations, fight gender imbalance, guarantee access to education, and enhance the justice sector. These activities are taken within the framework of short-term or multi-annual projects funded by local and national governments, the European Commission, UN Agencies, the World Bank, as well as other most relevant international cooperation funding and development organizations.

During this period, we had the opportunity to implement and contribute to several projects in the field of Human Rights. The most significant include the award for the project "Interview for protection" of UNHCR, the UN specialized agency for refugee protection and assistance, which provides for the operational management of an e-learning training course addressed to operators on the field. The project aimed at creating teaching innovative resources that include all the educational objectives and, at the same time, allowing interviewers to acquire knowledge, skills and competences that can be spent on the field.

Then, we kept on supporting UN Women in its Strategic Partnerships for Gender Equality and Women's Empowerment, providing an overall evaluation that, among other aspects, assessed the effectiveness of UN Women's approaches to strategic partnerships in contributing to gender equality and women's empowerment results.

In addition we carried out the Evaluation of Cambodia's 2017 - 2021 Action Plan, approved by the government, to strengthen the National Child Protection System and prevent violence against children. In accordance to UNICEF's procedures and ethical standards, the project aims at providing an independent participatory evaluation focused on the use of the results of the Plan, aspiring to facilitate its implementation and generate valuable knowledge useful for the definition of the next Action Plan 2022 - 2026. LATTANZIO KIBS is also part of the Silver Economy Network, that provides a data-driven point of view to better understand habit & attitudes of elderly people in Italy, and collects their needs for goods and services.

## Policies & Procedures to promote Human Rights

These are LATTANZIO KIBS policies & procedures that cover aspects related to human rights.

Policy & Procedures	How is it effective?
CODE OF ETHICS	<p><b>Respect of fundamental Human Rights</b> LATTANZIO KIBS has its own Code of Ethics (CoE), which covers respect for human rights and applies to all our employees as well as to external consultants to ensure we all respect the fundamental rights in every country it operates.</p> <p><b>Data protection - Privacy</b> Art. 7 ensures protection of privacy according to the law and to the General Data Protection Regulation, expressly delimiting the information that can be collected from our employees and from individuals we come into contact with.</p> <p><b>Counter terrorism policy</b> Art. 22 sets our Counter Terrorism Policy, prohibiting any engagement with activities related to terrorism or subversion of the democratic order.</p>
ORGANIZATIONAL MODEL EX ITALIAN LEGISLATIVE DECREE 231/2001	<p>LATTANZIO KIBS adopted an organizational model ex Italian Legislative Decree 231/2001 on a voluntary basis. This organisational, management and control model promotes prevention of a large number (174 as of Dec. 2018) of offences and principles envisaged by Italian law. Legislative Decree 231/2001 and its subsequent updates and amendments also set out sanctions. In 2020, the model was revised and updated in line with the current legislation and several hours of training were given to all team members to align them with the new procedures adopted.</p> <p>Thanks to its model, LATTANZIO KIBS ensures that all of its activities are conducted correctly and transparently, formulated according to the specific requirements determined by the Italian Legislative Decree 231/2001. This includes the respect of Human Rights principles, among which:</p> <p><b>Whistleblowing</b> The organizational model 231 sets our Whistleblowing policy which provides an appropriate mechanism to report via anonymous emails, to an independent Supervisory Board, concerns relating to ethical behavior, procedures or illegality, in compliance with relevant legislation.</p> <p><b>Health and safety</b> This covers manslaughter - and personal injury through negligence.</p> <p><b>Counter Terrorism Policy</b> This covers various crimes committed for the purposes of terrorism and subversion of democracy.</p> <p><b>Female genital mutilation practices</b></p> <p><b>Crimes against individual</b> This covers, inter alia, child pornography and childprostitution, trafficking in persons, trade in organs from a living person.</p>

## Measurements of the outcomes

- Over the period considered, there have been no reportable HR issues, no complaints of any kind from employees nor violations of the Code of Ethics nor in relation to the application of Organizational Model ex Italian Legislative Decree 231/2001.
- LATTANZIO KIBS has not been involved in any trial for Human Rights violations.
- All of our employees receive equal pay for equal work regardless of race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- All the business units have fully implemented the Organizational Model ex Italian Legislative Decree 231/2001.

## Targets

- We have revised and updated the Organizational Model ex Italian Legislative Decree 231/2001 to incorporate most recent regulations. We plan to provide additional training hours to all staff members to ensure the implementation of the required measures.
- We commit ourselves to make our standards a compliance requirement at contract signature for every individual or company we engage with. We keep on guarantee that all of our independent consultants, sub-contractors, partners and other suppliers are aware of our policies and commit to the respect of the UNGC's Human Rights principles.





# Labour

## UN Global Compact Principles

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**Principle 3** Business should uphold the freedom of association and the effective recognition of the right to collective bargaining

**Principle 4** Business should support the elimination of all forms of forced and compulsory labour

**Principle 5** Business should support the effective abolition of child labour

**Principle 6** Business should support the elimination of discrimination in respect of employment and occupation

## Our Actions to promote the Labour Principles

Regarding Health and Safety (H&S) on the workplace, LATTANZIO KIBS abides fully to the principles set in Italian Legislative Decree 81/2008 on prevention and surveillance of a healthy and safe workplace to all workers. Within this framework, we have our own Risks Assessment document, one company representative for H&S plus one worker representative for H&S. Among our internal staff we have also nominated a person in charge for the implementation of H&S Procedures (RSPP), who organizes every year a meeting to examine the risk plan and identify improvement actions.

H&S regulations require also LATTANZIO KIBS to provide training on H&S procedures to all employees. Basic training is provided online and is compulsory for all staff. In addition to law requirements, LATTANZIO KIBS provides regular medical check-ups to all employees. Health surveillance is properly managed by monitoring the activities of the company's Competent Doctors in compliance with our Health Surveillance Programmes.

The business unit Safety Quality Environment ensures both compliance and awareness about health and safety

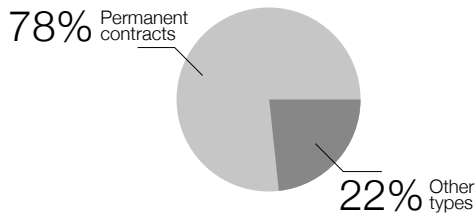
at work matters. A person responsible for the correct application of safety rules and procedures within the Quality Management System is nominated and trained.

In general, we make sure that all employees are properly trained on the subject safety at work by distributing a Handbook on Health & Safety and by demanding the mandatory participation to an e-Learning class and test.

Due to the COVID pandemic that has affected all regions of the world during 2020, we have taken the issue of safety on the workplace even more seriously. As well as encouraging smart working and more flexible shift work, LATTANZIO KIBS has ensured access to the offices in total safety and offered all the personal protective equipment, in line with the existing national dispositions. Our offices are provided with hand sanitizing gel and disposable surgical masks at the entrance and in each room.

Safety distance between each workstation is guaranteed, posters are printed and hung on the walls as well as inside the rooms to indicate the instructions to be followed.

## CONTRACTS TYPES



Human resources are a key factor for the development of LATTANZIO KIBS. For this reason, at LATTANZIO the management of our human resources is based on the respect for the personality and professionalism of each employee in compliance with the general framework of the current legislation. In fact, we comply with minimum age standards and national collective labour agreements in each country where our staff is employed.

The remuneration policy of our employees is based on the recognition of merit for the contribution made, calculated in terms of effort and results.

LATTANZIO KIBS adopts assessments, incentives and remuneration systems that strongly discourage anyone to prevail over colleagues and encourage those who foster collaboration and team spirit in order to solve problems and create value for itself and for its stakeholders. Furthermore, we make sure that all employees are given equal opportunities to contribute to our growth as well as to apply and develop their personal skills to their full potential, without any form of favoritism or nepotism.

We strongly believe in the importance of supporting youth employment and each year we activate a considerable number of internships for students and newly graduates. In 2020, LATTANZIO KIBS activated 19 internships. The interns received a compensation higher than the minimum requirement set by the regional law and 37% of them was hired at the end of the internship. Understanding the importance of creating new job opportunities in less developed areas, LATTANZIO KIBS regularly hires staff in disadvantaged regions in Southern Italy, i.e. our administrative office is based in Bari (Puglia) and we have recently established a project office with 16 staff members in Naples (Campania).

## OUR COMMITMENT TO CREATE NEW JOB OPPORTUNITIES IN SOUTHERN ITALY



## Our Services to promote the Labour Principles

Externally, LATTANZIO KIBS is regularly engaged in providing technical support to various public and private sector entities to improve their performance and compliance with national and international standards. This includes, for example, tailoring the training offer to the needs of the labour market and ensuring a system of transmission of skills and knowledge increasingly integrated with communities.

Over the period in consideration, we have maintained and managed the company's workplace safety training through our own e-learning platform, in order to comply with the training plan for the period 2020 - 2021. In addition, the organization provided support to clients for the issuance of the Health Emergency Protocol, with a virtual round table for clarification of the issue and the necessary precautionary measures.

## Policies & Procedures to promote Labour Principles

These are LATTANZIO KIBS policies & procedures that cover aspects related to labour.

Policy & Procedures	How is it effective?
CODE OF ETHICS	<p><b>Respect of Labour Principles</b></p> <p>Art. 9 identifies human resources as a key factor for the development of our companies.</p> <p>Art. 10 &amp; 11 set procedures for fair human resources selections, avoidance of discriminatory practices, etc.</p> <p>Art. 12 protects the professional and personal enhancement of our staff.</p> <p>Art. 13 provides for healthy and safe working conditions.</p>
ORGANIZATIONAL MODEL EX ITALIAN LEGISLATIVE DECREE 231/2001	<p>LATTANZIO KIBS adopted an organizational model ex Italian Legislative Decree 231/2001 on a voluntary basis. This organisational, management and control model promotes prevention of a large number (174 as of Dec. 2018) of offences and principles envisaged by Italian law. Legislative Decree 231/2001 and its subsequent updates and amendments also set out sanctions. In 2020, the model was revised and updated in line with the current legislation and several hours of training were given to all team members to align them with the new procedures adopted. Thanks to its model, LATTANZIO KIBS ensures that all of its activities are conducted correctly and transparently, formulated according to the specific requirements determined by the Italian Legislative Decree 231/2001. This includes the respect of Labour principles, among which:</p> <ul style="list-style-type: none"> <li>• Purchase and sale of slaves</li> <li>• Illicit intermediation and exploitation of labour and grooming of minors</li> <li>• Employment of illegally staying third country nationals</li> </ul>
ITALIAN LEGISLATIVE DECREE 81/2008 ON HEALTH AND SAFETY IN WORKPLACES	<p>LATTANZIO KIBS abides to the norms set out in Legislative Decree 81/2008 on Health and Safety in workplaces.</p>
QUALITY MANAGEMENT SYSTEM EX ISO 9001:2015	<p>LATTANZIO KIBS has an Integrated Quality Management System (IQMS) that meets the requirements of the ISO standard 9001:2015 (Quality Management System) and ISO 14001:2015 (Environmental Management System). This IQMS provides a framework, a set of procedures, standard documents and a monitoring system for a proper and effective management of work processes in full respect of all applicable laws and international standards.</p>



## Measurements of the outcomes

- Valid Certification: ISO 9001:2015 - Quality Management System (2021 - 2024).
- N. of internal audit carried out in the framework of Quality Management System: 2.
- During the period considered, there have been no complaint from employees not professionals regarding violations of Labour Rights and there have been no violations of the Code of Ethics regarding Labour Rights.
- LATTANZIO KIBS has not been involved in any trial regarding violations of Labour Rights.
- Percentage of employees' contracts that respect national law on work safety: 100%.
- Percentage of employees' contracts that comply with minimum wage standards and national collective labor agreements in each of the countries where our staff is employed: 100%.
- Percentage of employees trained on Health & Safety on the workplace: 100%.
- Percentage of employees trained on Italian Legislative Decree 231/2001: 100%.
- All full-time employees are provided with a medical insurance, as per the national employment contract to which LATTANZIO KIBS abides.
- All external consultants employed in projects outside their country of residence are provided with an accident and repatriation insurance.  
N. of business travel insured days: 0.
- LATTANZIO KIBS managed the health emergency with great care, setting up a monitoring committee and implementing all protocol-related activities to protect the health and safety of workers from possible contagion and ensure a healthy working environment.
- To reduce the risk of contagion, we have increased remote activity. In the meantime, we have completed the renovation of our Milan office, which has been refurbished and provides working spaces with adequate lighting and all the necessary comfort for the right working conditions.

## Targets

- We want to make smart-working a structured way to further consolidate our result-oriented approach.
- We are committed to finding solutions that improve the management by objectives and work-life balance.





# Environment

## UN Global Compact Principles

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**Principle 7** Business should support a precautionary approach to environmental challenges

**Principle 8** Business should undertake initiatives to promote greater environmental responsibility

**Principle 9** Business should encourage the development and diffusion of environmentally friendly technologies

## Our Actions to promote the Environmental Principles

The protection of the Environment is at the core of our business values. This means that LATTANZIO KIBS comprehends the importance of the environmental challenge and takes accountability for its impact. We are committed to be environmentally conscious and to monitor and reduce our energy consumption as well as our carbon footprint in order to minimize the negative environmental impact of our day-to-day operations.

We have identified the following issues in order to reduce our environmental impact:

**TRANSPORT** | To promote CO<sub>2</sub> reduction, our policy demands that no employee is provided with a company car. We encourage all employees to choose the most effective means of transport taking into account costs, itinerary, distance, time and safety. It is strongly advised to use public transportation. In fact, most of our employees come to work every day by bike or by public transport. When it comes to meetings, especially due to the serious health crisis, mobility has been reduced to the minimum and we have encouraged every team member to use alternative forms of communication that is less environmentally

harmful, such as digital tools for business video conferences and emails instead of physical meetings.

**PAPER** | LATTANZIO KIBS is a paperless organization. All data is stored centrally in a highly secure data center. Users can access the file system from a digital work environment. Project leaders have a responsibility to control and ensure that professionals use paper sparingly, avoiding any kind of waste. In particular, we make sure that sheets are always used efficiently, both front and back and/or printing four sheets per page. Furthermore, the Information Systems Manager and Office Automation ensure that all computers are set to print by default duplex and in black and white. The office coordinator is responsible for the managing of all paper supplies and has to check that all our paper supplies come from certified companies, according to the ISO 14001:2015 environmental standard, and from forests managed in a correct and responsible manner, according to strict environmental, social and economic standard (as assured by the FSC brand).

**WASTE** | The disposal of waste takes place through the use of differentiated containers, which allow the separation of the same from other types of waste. All offices are equipped with special bins for the

separate collection of paper and the head of the site has the task of ensuring that the disposal of the same takes place properly, using the appropriate bins for the collection of paper.

## Our Services to promote the Environmental Principles

The business unit Safety Quality Environment provides technical consulting for the Carbon Footprint and Sustainability plans to external entities, with the objective of improving the environmental performance of both the entity and its supply chain, using a methodology in line with ISO / TS 14067 and defining a Sustainability Plan for the production processes.

LATTANZIO KIBS has an Integrated Quality Management System (IQMS) that meets the requirements of the ISO standard 9001:2015 (Quality Management System) and ISO 14001:2015 (Environmental Management System). This IQMS provides a framework, a set of procedures, standard documents and a monitoring system for a proper and effective management of work processes in full respect of all applicable laws and international standards.

In 2020 LATTANZIO KIBS undertook and carried out several projects regarding environment and sustainability. Among them are to be mentioned the Evaluation of a WASH (Water, Sanitation and Hygiene) pilot project in Baghdad, Iraq, launched by UNICEF as part of the Smart City Initiative. With the new smart meters system, indeed, consumers' awareness of water consumption increases and suppliers' water provision improves consequently. The creation of a participatory table between public and private stakeholders for the Metropolitan City of Milan, Italy, was also relevant. This project is based on listening to citizens and identifying their needs, in order to promote innovation in various fields such as mobility, environment and digitalisation. As far as the nuclear issue is concerned, we successfully carried on the project for the assistance to the European Commission in the definition, development and execution of interventions for nuclear safety cooperation.



# Policies & Procedures to promote Environment Principles

These are LATTANZIO KIBS policies & procedures that cover aspects related to environment.

Policy & Procedures	How is it effective?
CODE OF ETHICS	<p><b>Respect of fundamental Environment Principles</b></p> <p>Art. 24 provides for the protection of environment, considers the environment as fundamental economic growth value and engages our companies to use more and more renewable energies to improve also the environmental quality of the territories where we operate.</p>
ORGANIZATIONAL MODEL EX ITALIAN LEGISLATIVE DECREE 231/2001	<p>As already mentioned, LATTANZIO KIBS adopted an organizational model ex Italian Legislative Decree 231/2001 on a voluntary basis. This organisational, management and control model promotes prevention of a large number (174 as of Dec. 2018) of offences and principles envisaged by Italian law. Legislative Decree 231/2001 and its subsequent updates and amendments also set out sanctions. In 2020, the model was revised and updated in line with the current legislation and several hours of training were given to all team members to align them with the new procedures adopted.</p> <p>Thanks to its model, LATTANZIO KIBS ensures that all of its activities are conducted correctly and transparently, formulated according to the specific requirements determined by the Italian Legislative Decree 231/2001. This includes the respect of Environment principles, among which:</p> <ul style="list-style-type: none"> <li>• Environmental pollution</li> <li>• Environmental disaster</li> <li>• Intentional crimes against the environment</li> <li>• Trafficking and abandonment of high level radioactive material</li> <li>• Killing, destruction, capture, taking and possession of specimens of protected wild fauna and flora species</li> </ul>
ENVIRONMENTAL MANAGEMENT SYSTEM EX ISO 14001:2015	<p>LATTANZIO KIBS has an integrated Quality Management System (IQMS) that meets the requirements of the ISO standard 9001:2015 (Quality Management System) and ISO 14001:2015 (Environmental Management System). This IQMS provides a framework, a set of procedures, standard documents and a monitoring system for a proper and effective management of work processes in full respect of all applicable laws and international standards for the protection of the environment.</p>



## Measurements of the outcomes

- Valid Certification: ISO 14001:2015 - Environmental Management System (2021 - 2024).
- N. of internal audit carried out in the framework of Environment Management System: 2.
- Amounts of paper supplies that come from companies certified ISO 14000 environmental standard: 100%.
- Amounts of paper supplies that come from forests managed in a correct and responsible manner, according to strict environmental, social and economic standard assured by the FSC brand: 100%.
- All of our independent consultants, sub-contractors, partners and other suppliers are aware of our policies and commit to the respect of the UNGC Environmental principles. Therefore, we have worked towards making commitment to our standards a compliance requirement at contract signature for every individual or company we engage with.

- Energy Performance of our Milan Headquarters:

GRI Indicator EN 4: Indirect Energy Consumption

	2019	2020
<b>kWh</b>	17.889	15.249

GRI Indicator EN 1: Materials used

	2019	2020
<b>Reams of paper</b>	171	18

- In adherence with the Environmental Principles, LATTANZIO KIBS promoted and encouraged business trips by train instead of by airplane, reducing CO<sub>2</sub> emissions fivefold per person.

	Train	Air
<b>Milan-Rome Tickets</b>	24,1 CO <sub>2</sub> *	113,5 CO <sub>2</sub> *
	51	16

\* 6375,4 Kg of Co<sub>2</sub> saved in a year in our most common route

## Targets

- We plan to dramatically reduce our plastic consumption and provide each team member with a customized sustainable water bottle coordinated with our brand identity.
- We plan to progressively reduce any waste and energy consumption in order to minimize the negative environmental impact of our day-to-day operations.





# Anti-Corruption

## UN Global Compact Principles

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**Principle 10** Business should work against corruption in all its forms, including extortion and bribery

## Our Actions to promote the Anti-Corruption Principles

LATTANZIO KIBS' Code of Ethics (art. 4, art. 14) expressly prohibits practices of corruption, favoritism, collusive behavior, direct and/or indirect solicitations also through promises of personal advantages, towards any subject belonging to either the Public administration or to private entities. We are committed to respecting, maintaining and making all its personnel and consultants respect and keep the highest ethical principles, and among others: zero tolerance for "corrupt practices" in any form.

In its daily interaction with national, EU and international public institutions as well as with public officials, institutions, administrations, and various public and semi-public entities, LATTANZIO KIBS has adopted the highest national standard requiring our staff and associates to act strictly in compliance with the current legislation and on the basis of the general principles of fairness and loyalty, respect impartiality and good performance as adopted by the public administration.

Illicit payments in relations with Institutions or with Public Officials are indeed prohibited. All the staff, consultants, and business partners are requested to refrain from

making payments to any entity in order to obtain unlawful benefits in representing the interests of the company vis-à-vis the Public administration. It should be noted that Italy's regulatory framework to prevent corruption, both in the private (since 2001) and public sector (since 2012), is well established and articulated, and is considered a best practice by several other countries. As a requirement for participation in public tenders all over the world, LATTANZIO KIBS is required to regularly provide certifications attesting the absence of professional and criminal records, including the anti-mafia certificate and is subject to checks done via the National Anti-corruption Authority (ANAC).

LATTANZIO's record proves that there are no criminal convictions ongoing nor any provision in civil and administrative matters passed in judgment and charged to our professionals.

All the employees are required to attend mandatory e-learning courses regarding the specific regulations determined by the Italian Legislative Decree 231/2001.

The organizational model 231 sets our Whistleblowing policy which provides an appropriate mechanism to report via anonymous emails to an independent Supervisory Board, concerns relating to ethical behaviour, procedures or illegality, in compliance with relevant legislation.

In the course of 2020, we have completed a thorough revision and upgrade of our own organizational model ex Italian Legislative Decree 231/2001 and Code of Ethics. This process has included a detailed mapping

of corruption risks and preventive action in relation to the activities and countries of operation, as well as an increased awareness and sensitiveness of LATTANZIO's staff to this matter thanks to effective leadership by the top management and targeted training.

All LATTANZIO KIBS' business partners, be it firms or individuals, are now required to adhere to and respect the principles and procedures of our organizational model ex Italian Legislative Decree 231/2001, including anti-corruption and our Code of Ethics.

## Our Services to promote the Anti-Corruption Principles

At LATTANZIO we have a dedicated team that operates in the field of improved governance and compliance, internal audit & control, and the fight against corruption in Italy, Europe and worldwide.

A qualified Lead Auditor for ISO 37001:2016 Anti Bribery Management Systems is also member of LATTANZIO KIBS' compliance team. At the same time, the business unit Safety Quality Environment supports private sector organizations in the setting up and implementation of organizational models ex Italian Legislative Decree 231/2001, providing inter-alia anticorruption systems.

In 2020, LATTANZIO KIBS has been providing technical assistance and dedicated training to two Provincial Government Offices (Prefettura), namely the Prefettura of Catania in the region of Sicily and the Prefettura of Brindisi in the Apulia region, enhancing these Offices' institutional role of support and guidance to the municipalities of their respective province in the drafting, updating and effective implementation of the annual Anti-corruption and Transparency plans.

During this year, our team has also been engaged in providing a three-year technical support to the Internal Audit Services of AGEA, the Italian National Agency for Payments in Agriculture.

AGEA exerts coordination, supervisory and operative functions in relation to disbursement and accounting of EU Agriculture programs and aid by the paying agencies in Italy, while monitoring the related activities, harmonizing the procedures and providing specific guidance.

Despite the restrictions imposed by the COVID pandemic, LATTANZIO KIBS has been an active participant in several events related to the fight against corruption at national and international level, including high-level seminars organized by the Directorate General for Globalization and Global Issues of the Italian Ministry of Foreign Affairs on the issue of global anti-corruption strategies and corporate compliance.



## Policies & Procedures to promote Anti-Corruption Principles

These are LATTANZIO KIBS policies & procedures that cover aspects related to anti-corruption.

Policy & Procedures	How is it effective?
CODE OF ETHICS	<p><b>Respect of Fundamental Anti-corruption Principles</b> LATTANZIO KIBS' Code of Ethics (art. 4, art. 14) expressly prohibits practices of corruption and collusive behaviours towards any subject.</p>
ORGANIZATIONAL MODEL EX ITALIAN LEGISLATIVE DECREE 231/2001	<p>LATTANZIO KIBS adopted an organizational model ex Italian Legislative Decree 231/2001 on a voluntary basis. This organisational, management and control model promotes prevention of a large number (174 as of Dec. 2018) of offences and principles envisaged by Italian law. Legislative Decree 231/2001 and its subsequent updates and amendments also set out sanctions.</p> <p>In 2020, the model was revised and updated in line with the current legislation and several hours of training were given to all team members to align them with the new procedures adopted.</p> <p>Thanks to its model LATTANZIO KIBS ensures that all of its activities are conducted correctly and transparently, formulated according to the specific requirements determined by the Italian Legislative Decree 231/2001.</p> <p>Legislative Decree 231/2001 is a flagship piece of anti-corruption legislation, recognized as such worldwide. The Decree 231 establishes the responsibility of corporations, in addition to individual responsibility, for corruptive action or attempts and related crimes. This includes the fundamental facility of:</p> <p><b>Whistleblowing</b></p> <p>The organizational model 231 sets our Whistleblowing policy which provides an appropriate mechanism to report via anonymous emails, to an independent Supervisory Board, concerns relating to ethical behaviour, corruption related procedures or illegality, in compliance with relevant legislation, and fundamental anti-corruption principle such as:</p> <ul style="list-style-type: none"> <li>• Crimes against the public administration</li> <li>• Corporate crimes</li> <li>• Forgery of money, public credit instruments, revenue stamps</li> <li>• Money Laundering</li> <li>• Use of false documents, etc.</li> </ul>





## Measurements of the outcomes

- Number of complaints from employees regarding Corruption or in relation to the application of Organizational Model ex Italian Legislative Decree 231/2001: 0.
- Number of penalties due to violations of the code of LATTANZIO KIBS Code of Ethics regarding Corruption: 0.
- Number of criminal convictions in relation to corruption and/or final provisions in civil and administrative matters in relation to corruption: 0.
- Number of senior management staff who hold an ISO 37001:2016 Anti Bribery qualifications: 1 + 1 associate consultant.
- Percentage of employees trained on the Group's organisational, management and control model formulated according to the specific requirements determined by the Legislative Decree 231/2001: 100%.

## Targets

- We aim to enhance and reach full potential in the implementation of its own organizational and control model ex Italian Legislative Decree 231/2001. This is expected to be achieved by an increased attention of the top and middle management to corruption risks and preventive actions, the effective implementation of specifically designed protocols and controls, as well as an enhanced company "culture".

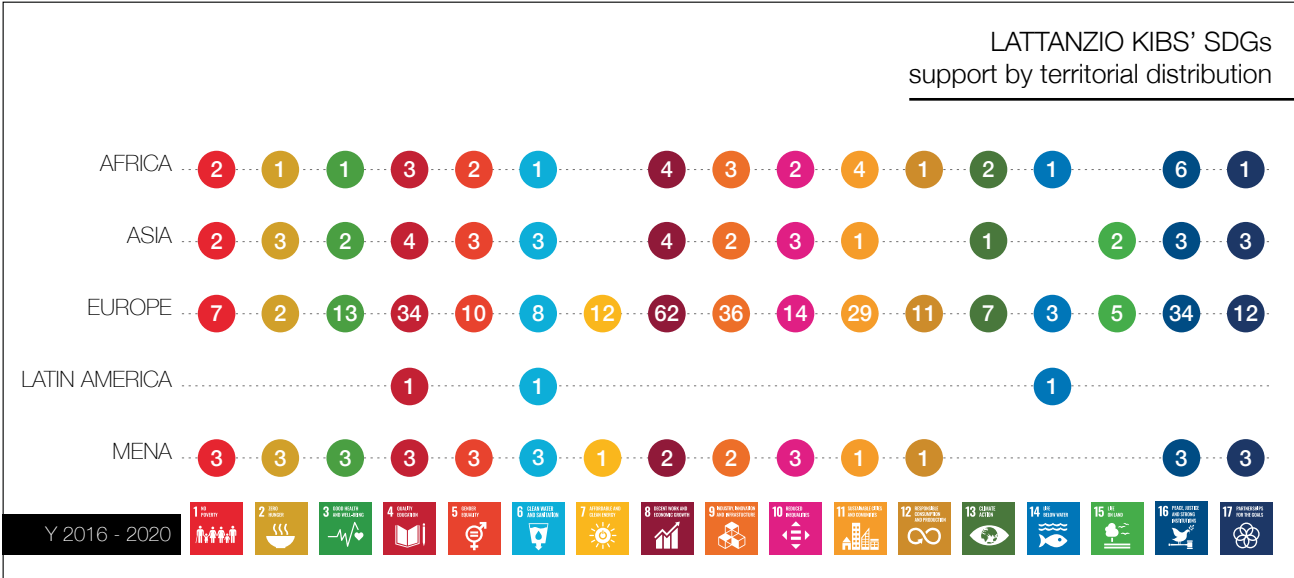


# Appendix

## Examples of Projects LATTANZIO KIBS has undertaken during the Reporting Period addressing the SDGs

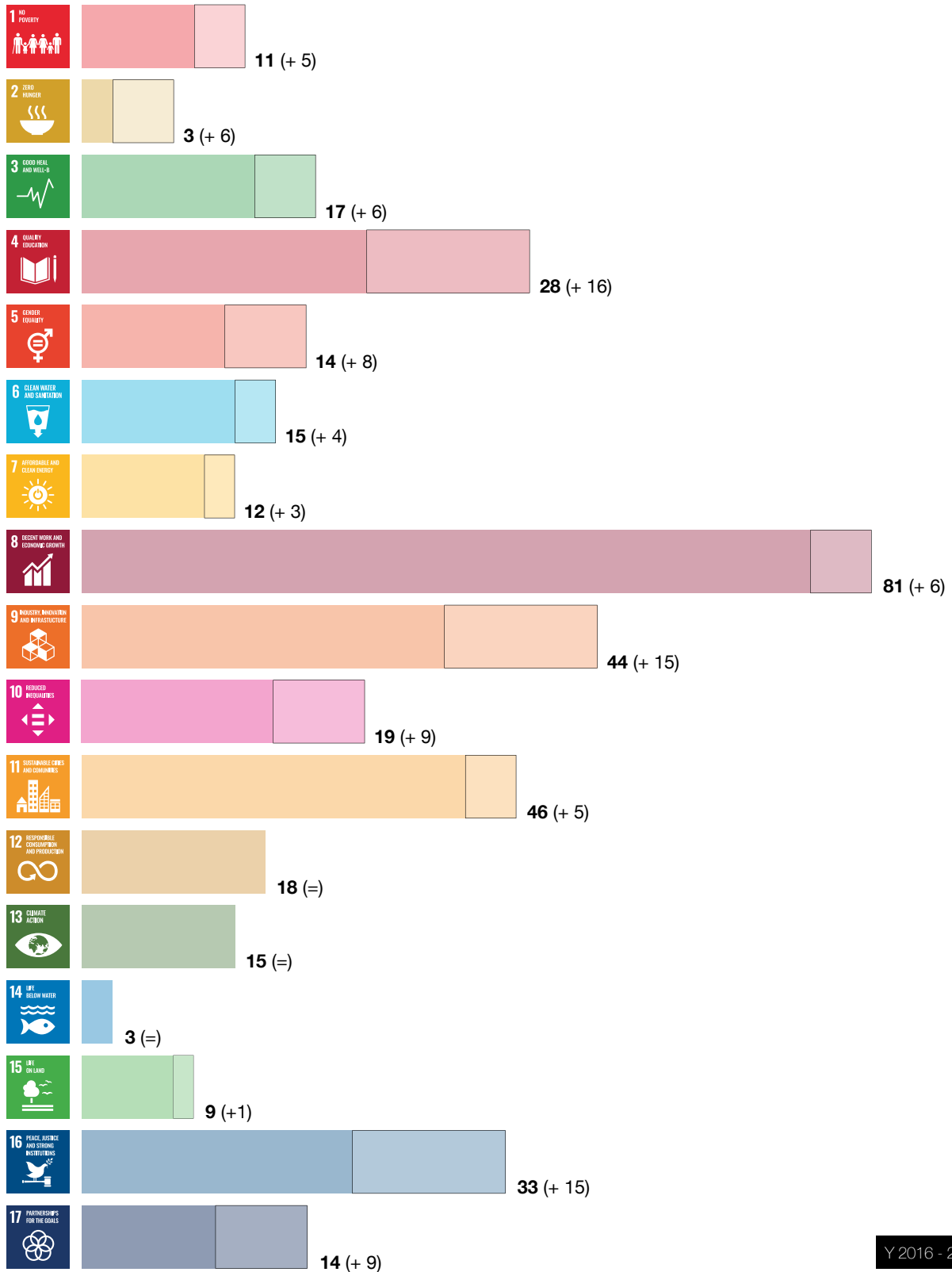
The nature of LATTANZIO KIBS' core business nurtures our engagement in supporting a large number of the UN goals of sustainable development. Whether working with the public administration in Italy and Europe or at the implementation of development projects worldwide, we are acutely aware of the impact our actions may have in reaching the goals set for 2030.

With respect to the previous year, LATTANZIO KIBS' focus on sustainable development goals increased significantly, with an overall rise in projects of 5% and in SDGs of 14%. Among them, particularly relevant are projects in the fields of fighting world hunger (SDG 1), education (SDG 4), equal rights (SDG 10), peace and justice (SDG 16), and building partnerships for development (SDG 17).



Distribution of LATTANZIO KIBS' effort per SDGs (number of projects)

2020



Y 2016 - 2020

ADVISORY

TECHNICAL ASSISTANCE

MONITORING & EVALUATION

LEARNING

COMMUNICATION

ICT LAB

SAFETY QUALITY ENVIRONMENT

**LATTANZIO**  
■■ KIBS

knowledge intensive business services

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