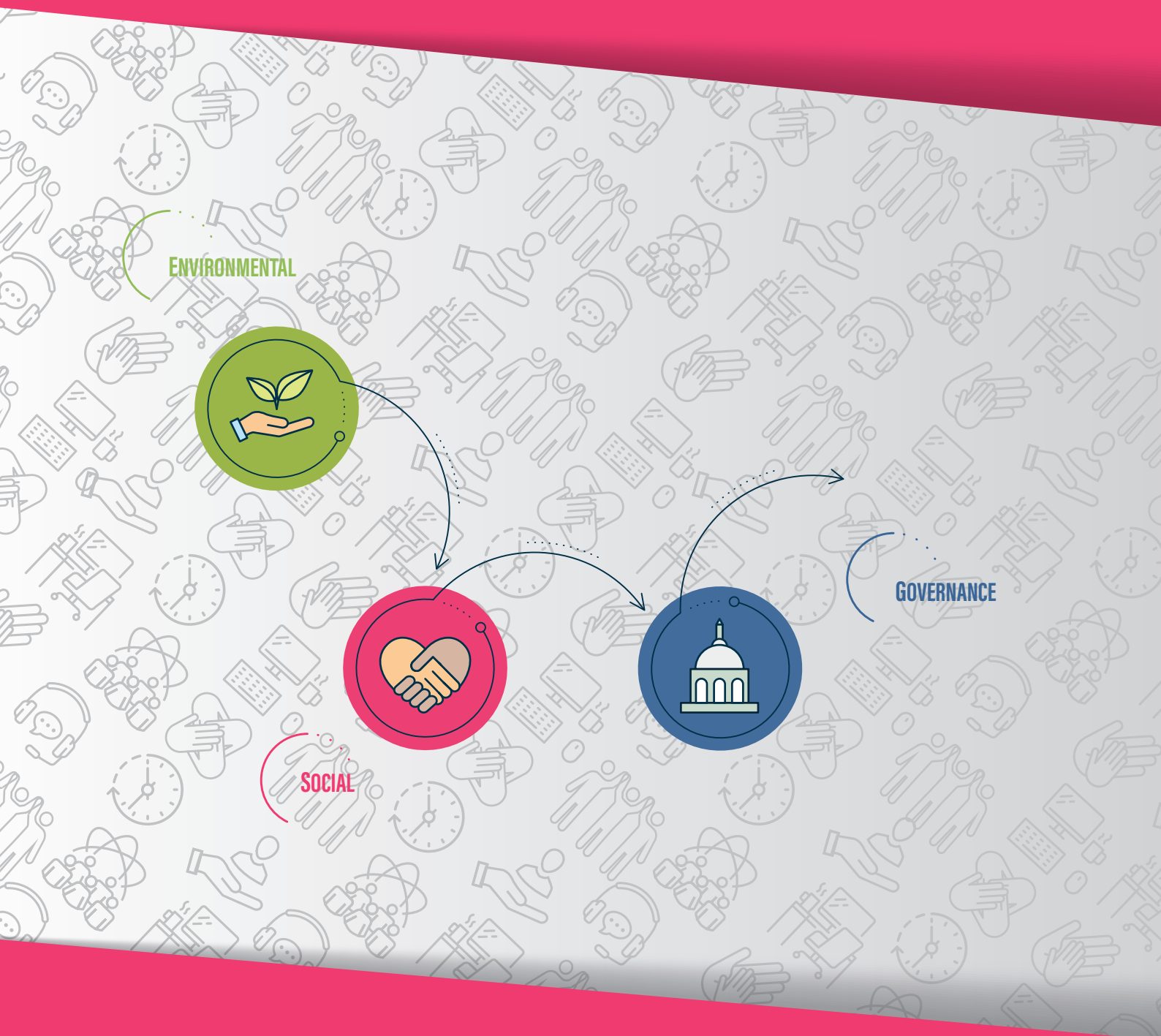
COMMUNICATION POLICY

Guidelines for an inclusive communication

openjobmetis



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1. The Commitment of Openjobmetis Group

Openjobmetis Group (hereinafter also the "Group" or "Openjobmetis"), including the Parent Company Openjobmetis S.p.A. and its subsidiaries, operates with the belief that correct and effective communication is the foundation for a relationship with its stakeholders based on collaboration, clarity of intent and efficient transfer of information, as well as fundamental for the company's reputation. The Group is committed to promoting inclusive communication, based on a communication strategy closely related to the use of textual or audiovisual language, which allows for non-discrimination between interlocutors and is free of cultural stereotypes and prevents incorrect language that may emphasize elements such as gender, disability, religious affiliation, sexual orientation or skin colour as dominant and characterizing elements of a person.

This policy aims to provide a reference framework of the principles and practices adopted by the Group in communication methods at all levels with its stakeholders, reinforcing what has already been stated in the Code of Ethics. The document, in force since 2012, aims to outline the conduct and key values of Openjobmetis: integrity, correctness, transparency, responsibility and honesty, principles which the Group draws inspiration from on a daily basis in carrying out its business. To build and maintain a relationship of collaboration, respect and trust with all interlocutors, from December 2022 it also formally became the Group's Code of Ethics.

2. Scope and references used

This policy applies to all direct employees of Group companies and to all forms of communication (verbal and written), methods (paper and digital) and areas (by way of example but not limited to, formal meetings, informal meetings, participation to events, advertising, recruitment announcements and personnel selection) and towards all stakeholders (by way of example but not limited to, customers, suppliers, investors, administrators, collaborators).

Openjobmetis expects the contents included in the policy to be also applied by all those who, either directly or indirectly, permanently or occasionally, operate with or for the Group.

The Group also expects the recipients of the policy to adapt to the principles contained therein, reporting any or suspected violations in this regard.

The contents of this policy are also inspired by international standards and voluntary initiatives to which Openjobmetis refers in its daily operations including, by way of example and not exhaustively, the Italian law Dir. 23 May 2007 then Dir. 26 June 2019 Measures to implement equality and equal opportunities between men and women in public administrations; European Indications Guidelines (2009) and Gender neutrality in language manual (2018) of the European Parliament, Istanbul Convention (2011) of the Council of Europe; UNI PDR 125/2022 Reference Practice Guidelines on the Management System for Gender Equality.

3. Principles of conduct in communication

Communication is one of the areas in which stereotypes and prejudices can be produced and conveyed, consciously or unconsciously. Communication in all its forms (audiovisual, iconic, verbal, gestural) can contribute to consolidating or exasperating asymmetries already present in society, but it can also contribute positively to modifying and counteracting stereotypes and customs. Openjobmetis adopts specific attention in the management of internal and external communication to the Group companies with different methods, tools and forms based on the content of the communication and the recipients, in order to pursue effectiveness and communication clarity. The Group adopts dedicated procedures to ensure compliance with the following principles:

Compliance with regulations

Openjobmetis bases its communication on the basis of regulatory requirements, ensuring compliance with the necessary requirements, where existing and applicable.

Language used

Openjobmetis believes it is essential that its communication is based on an effective and at the same

time respectful, neutral, inclusive language, which contributes to breaking down stereotypes and prejudices (including the so-called *unconscious bias*). In particular, the Group believes it is important to value people regardless of gender. See specific D&I policy.

Communication tools

Openjobmetis is committed to ensuring that adequate communication tools are made available to its employees, suitable for the purpose of communication, including among these also expressive competence (e.g. knowing how to speak in public) and arranging useful training opportunities and tools if necessary.

Graphics and images

Openjobmetis believes it is important that its communication reflects the principles of its work in its various forms. The company knows that images, symbols and messages have effective communicative power and encourages conscious use. It therefore identifies specific communication forms (graphics, images, format symbols...) to be used in different ways and occasions, inviting them to be exploited positively and avoiding improper use.

Gender equality

For Openjobmetis, the gender of the people through whom it communicates is an element worthy of consideration and appreciation that takes into account the uniqueness of each person, following the principle that the communicative effectiveness does not depend on a person's gender. This principle also applies in the case of participation in events outside the organization, e.g. round table panels, events, conferences or other events, including those of an informative, technical or scientific nature. Furthermore, Openjobmetis guarantees and verifies that internal/external communication (marketing, advertising, announcements, social media, ...) is based on responsibility, avoiding stereotypes, promoting a positive image of women and all people beyond gender, also through a language that respects all differences.

Harassment prevention

Openjobmetis condemns any verbal and communicative abuse and works to prevent any physical, verbal and communicative harassment, including digital form. It therefore encourages the reporting of offenses (including harassment) and complaints through specific channels specifically established (Please refer to the Reporting Policy and Section 4 of this Policy), incidents of non-inclusiveness, as well as suggestions and ideas for improvement.

Communication planning

Openjobmetis deems it necessary to plan its communication - with reference to institutional and advertising communication - by preparing a specific Communication Plan of its commitment to the issues of gender equality and, more generally, to D&I summary of the various communication actions, identifying contents, tools and recipients. This Plan is drawn up on the basis of the different internal and external needs collected through discussion with the various company representatives.

Communication review and monitoring

Openjobmetis works to ensure that communication, in its various forms and methods, is consistent with the principles of this policy and that internal and external communication is aligned with company values and culture. It therefore identifies dedicated and specially trained staff to support internal staff in carrying out the communication, also reviewing the communication texts if necessary and intervening in cases where the proposed or implemented communication does not comply with the company's principles.

4. Implementation of the policy

Openjobmetis is responsible for ensuring the correct adoption of this policy by its direct employees, as well as its implementation and control.

The Senior and Top Management of the Group are responsible for promoting a corporate culture based on the principles contained in this policy, as well as disseminating and monitoring its application.

Openjobmetis encourages all recipients of the policy in question to report, in accordance with company policies and procedures, through specific dedicated channels, any suspected or definite violation and encourages all recipients to provide ideas and suggestions, even anonymously, to encourage improvements and changes towards the strengthening and development of D&I. Please refer to the Reporting Policy, the "contacts" section on the company websites to submit a complaint and the use of the dedicated area accessible from the intranet portal for direct staff to report incidents of non-inclusiveness and proposals for improvement in the D&I area.

Please refer to the Reporting Policy and the “contacts” section on the company websites to report an offence or complaint. Please also refer to the area dedicated to direct personnel and accessible from the intranet portal, which provides access to the various reporting channels, including those dedicated to reporting incidents of non-inclusiveness and suggestions for improvements in the D&I area.

Defined in agreement with the Steering Committee for Gender Equality, this Policy was first adopted on September 29, 2023 by resolution of the Openjobmetis Board of Directors and adopted on the same date by its subsidiary companies by deed of their respective legal representatives.
Last modified on 30 October 2026.

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