

# Policy on benefits intended to improve the balance between private and working life

Rev00

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## 1. Introduction

Lazzerini is aware that a strong commitment to work life often penalises the employee's full enjoyment of his or her private life and time spent outside work. In order to improve employees' commitment and involvement in working life, Lazzerini intends to provide both direct employees and agency staff with additional benefits to the ones established by law or by collective bargaining, which, in a reasonable cost:delivered value ratio, help to improve the private life of employees and the perception they have of Lazzerini's contribution to their life as a whole. These benefits may consist of monetary benefits, benefits in kind, or extraordinary paid and unpaid leave.

## 2. Purpose

The "Policy on benefits intended to improve the work-life balance" of employees must provide a list of the benefits established by Lazzerini in favour of employees and illustrate the extent and manner of their use.

## 3. Scope

This policy concerns all Lazzerini employees, both direct and agency staff. For each benefit identified by the company, depending on the opportunity, it will be specified which classes of employees benefit from it (direct employees, agency staff, full-time, part-time, permanent, fixed-term, etc.).

## 4. List of benefits, extraordinary leave, their beneficiaries and extent of enjoyment

1. Meal vouchers: in order to alleviate the burden of meals consumed during working hours and reduce travel to the home or to various commercial establishments, Lazzerini provides its employees with a canteen where they can consume meals purchased under an agreement with a supplier selected by Lazzerini. Lazzerini also contributes 63.6 per cent of the cost of the standard meal. Employees who so wish may also consume a meal of the same value at a facility belonging to the contracted provider, enjoying the same benefit as those who consume a meal in the company canteen. This benefit is available to all employees, both direct and agency staff
2. Accident insurance: in order to increase employees' peace of mind concerning the risks of accidents, whether at work or outside of work, Lazzerini provides all its employees who are not covered with insurance cover through collective bargaining for death or permanent invalidity resulting from a professional or extra-professional accident. This benefit is available to all direct employees.
3. Temporary (sabbatical) leave: in order to allow the development of interests outside working life, Lazzerini undertakes to make every effort to grant periods of temporary leave of up to 12 months, (sabbatical) to its employees who request it in good time. Upon return, where possible, the employee will be assigned to the same function he/she held before the temporary break or to another function where he/she can best express his/her professional ambitions and abilities. This benefit is available to all direct employees with a permanent employment contract.
4. Paid parental leave for the secondary parental figure: in order to facilitate parenting and alleviate both the practical and economic inconveniences that parenting often causes, Lazzerini grants the secondary parental figure five weeks of paid parental leave that absorb the leave already guaranteed by law or by

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the national collective employment contract (CCNL) category. This benefit is available to all direct employees with a permanent employment contract.

5. Contribution to dependent children's school expenses: in order to facilitate parenting and alleviate both the practical and economic inconveniences that parenting often causes, Lazzerini guarantees its employees with dependent minor children attending primary or secondary school an annual contribution of Euro 100.00 gross per child. This benefit is available to all direct employees or agency staff at Lazzerini, who have been employed for at least 12 months on 31 December of each year.

## 5. Information and responsibility

It is the responsibility of the Human Resources department to inform all employees of the availability of the benefits set out in this policy.

Employees wishing to benefit from one or more of the established benefits must contact the Human Resources department and provide the required documentation