
QUALITY AND SOCIAL RESPONSIBILITY POLICY

ALMA has identified potential clients for our services: companies searching for staff for production processes, and jobseekers.

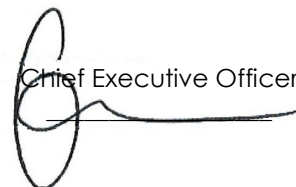
In order to continuously improve our Quality Management System, the Company has adopted the following values:

- A. Working to combine the requirements of people looking for a job in line with their professional profile, with employers requiring specific qualifications, attitudes and skills;
- B. Ensuring the correct application of the regulations applicable to employment contracts;
- C. Working towards the mutual satisfaction of clients, by bringing together job offers and jobseekers;
- D. Ensuring the constant monitoring of critical factors in service provision;
- E. Checking that the conditions of the sites where employees work are appropriate;
- F. Providing the training required to ensure that employees possess the skills needed to complete their work, alongside theoretical and practical knowledge of health and safety regulations.

In order to continuously improve our Social Responsibility Management System, the Company has adopted the following values:

- A. Distributing the Quality and Social Responsibility policy document;
- B. Working towards stakeholder and employee fulfilment of the requirements of SA standard 8000.
- C. Ensuring and monitoring the implementation of the regulations governing child labour, workplace health and safety, freedom of association and membership of trade unions, working hours within the limits stipulated in the employment contract signed, non-discrimination based on gender, race, religion and political beliefs, and the absence of forced labour and disciplinary practices applied beyond the provisions of employment contracts. A detailed explanation of these requirements can be found in the "Code of Conduct", issued when an employment contract is signed.
- D. Ensuring that employee reports of behaviour and acts contravening the aforementioned requirements are dealt with.

Rome, 22/01/2018

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a horizontal line extending to the right.
Chief Executive Officer

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APPENDIX
OF 22/01/2018

Employees, for any relief related to **failure to comply with health and safety requirements in the workplace (Legislative Decree 81/2008 and amendments)** provided by the ALMA Social Responsibility System, can contact:

- 1) Carmela Cimarolli (RLS) Representative of Alma employees workers in offices where the company conducts research, selection and staffing activities.
cimarolli@almasolutions.it

- 2) Massimiliano Meola (RLS) Representative of workers for the safety of direct employees Alma workers on the customer sites for contracted services.
Tel. 345.62623104 meola@almalogistica.it

- 3) Marco Gobbi (RLS) Employee representative for employee safety direct employees of Alma workers on customer sites for contracted services.
Tel. 391.7120475 gobbi@almalogistica.it

Direct employees for the problems related to the other SA 8000 requirements, which are not related to health and safety in the workplace, can contact:

- 1) Carmela Cimarolli (RSL) Company Representative of workers, direct employees of Alma working in offices where the company carries out research, staff selection and administration activities. cimarolli@almasolutions.it

- 2) Massimiliano Meola (RSL) Company representative of Alma's direct employees workers on customer sites for contracted services. Tel. 345.62623104
meola@almalogistica.it

- 3) Marco Gobbi (RSL) Company Representative of Alma's direct employees working on customer sites for contracted services. Tel. 391.7120475
gobbi@almalogistica.it

The Company Representative of ALMA is Elisabetta Randellini Tel. 3474217569
randellini@almasolutions.it

The persons identified above form part, in equal measure, with ALMA company representatives, of the SA 8000 system performance evaluation group (SPT) and the Health and Safety Committee (CSS).

The tasks of these two bodies are listed in the document "Code of Conduct", made available together with this document on the company website of ALMA in the section accessible to each individual worker.

Any communication relating to non-compliance with SA 8000 requirements on the part of ALMA should be sent to the Company and then may also be forwarded to SAI (Social Accountability International) by email to info@sai-intl.org and/or to the Certification Body, on their website www.tuev-nord.it (contact form)