

SOCIAL MEDIA POLICY

The Social Media Policy is the code of conduct that governs the relationship on the Internet (and in particular on social media) between the company and its employees. It provides the main rules of conduct that all SITTI personnel are required to observe when using social media and, through a personal account, publishes content or comments or any other type of information that refers (directly or indirectly) to SITTI or to its business or the role played within the company.

The incorrect use of social channels, in fact, may seriously damage the image and reputation of the company and, consequently, of the professional figures who work there and can also expose to significant claims for compensation or legal prosecution. A clear and effective Social Media Policy therefore intends to protect everyone, in the awareness that on the web there is no separation between public and private areas.

In using their private social media accounts, SITTI personnel are required to comply with the rules of conduct described below, aimed at safeguarding the company and the people who work there. The employee who speaks or describes his work, must clearly specify and make perceivable that any opinions expressed are strictly personal and in no case represent the official position of the company, thus relieving this latter of any responsibility, direct or indirect.

Vice versa, SITTI staff can freely share the contents disseminated by SITTI official channels on their private profiles, such as company website or LinkedIn profile; information or events not previously reported on official channels or other institutional sites shall not be disclosed.

SITTI personnel must therefore comply with the following indications.

HOW TO COMMUNICATE

- **Truth and fairness.** Any message published on social media must always be displayed correctly and truthfully, without inventing, magnifying, diminishing, vilifying, offending or otherwise damaging others, in full respect of the freedom of expression of others.
- **Ethical code.** SITTI has developed its own code of ethics (freely downloadable from the company website) which represents the set of values that the company intends to respect and pursue in its business. The code of ethics is referred to here in full as regards the values, responsibilities and commitment of the company and its collaborators.
- **SITTI press releases.** Press releases published by SITTI on its website are of public domain. Collaborators can (and indeed are warmly invited to) disseminate such news, in order to make our company more and more known and appreciated in the world, and therefore ultimately their own work, too. A pinch of pride for belonging to a market leader is more than welcome.

WHAT NOT TO COMMUNICATE

- **Official SITTI position.** The communication on social media of SITTI's official position on any topic is the responsibility of the Communications Manager, in close agreement with the Management. In no case shall SITTI collaborators express official company positions or make it understood (directly or indirectly) that they are in any way attributable to the company's position on a given topic. If you express a judgment on an activity carried out by SITTI, always indicate that it is your OWN opinion.
- **Customers and partners.** The names of the companies (and their representatives) with which SITTI operates are sensitive data that shall not be disclosed for any reason, in order not to compromise any competition with other companies. This applies regardless of whether these are customers or companies to whom an offer has been made, or from which requests for information have been received, or whatever the mutual relationship.
- **Tenders, negotiations, agreements and proposals.** Company relations with customers, suppliers and partners are always to be considered strictly confidential. This particularly applies to information related to tenders in progress, but also applies to tenders that have now ended, even if SITTI has not won the tender itself.
- **Numbers.** Any numerical data that is not already of public domain cannot be communicated in any form, not even approximate. This of course also includes strategies, forecasts, offers, comparisons, balance sheet data, final results, duration of a job, etc.
- **Technical data.** Technical data of our products are normally strictly confidential. Except for data already reported in free distribution company brochures, no other technical details must be communicated in any form.
- **Military.** SITTI operates in the military field, sometimes having a role of primary importance for the ministry of defence of a State. The disclosure of information of any nature, even apparently insignificant, is forbidden, such as the layout of the buildings, the consistency of a supply, the military grade of the command, ciphers, etc.
- **Personal information.** Personal data (including name, surname and role) of our customers and/or partners are confidential and cannot be disclosed in any form (including temporary partners and collaborators).
- **Copyright and intellectual property.** Beware of copyrighted material or other forms of intellectual property protection (e.g. patents). In your communications on social media, you shall never give the impression of associating any copyrighted or intellectually protected material with SITTI, as if this latter made normal use of it. For example music, logos, brands, images, etc.
- **Pictures and videos.** Photos and videos, as well as diagrams and drawings of projects, but also of apparatuses, are always to be considered strictly confidential. The same applies to images of the inside of the company. For example, it could come natural, after a long setup work, to take a selfie next to our racks or consoles, and then post it on the Internet. Don't do it.
- **Offensive sentences.** In no case shall offensive or discriminatory sentences be expressed in the name or on behalf of SITTI. Everyone is free to express his/her opinions, but he/she must take personal responsibility for them, clearly separating his/her position from what can be perceived as a company position.
- **Other.** Before communicating any information concerning SITTI, always ask yourself the question of whether it is already of public domain or not. In general, any kind of information shall be deemed as confidential and therefore not disclosed. When in doubt, better not to do it.

The violation of these rules of conduct can be the cause of disciplinary actions. For any clarification regarding the implementation of this Social Media Policy, please contact the SITTI Communications Manager.