



E | T | I | F | O | R
v a l u i n g n a t u r e

ETHICAL MANAGEMENT SYSTEM

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Foreword

ETIFOR was founded on the idea of ethics that takes shape on environment protection and respect for cultural diversity, with the aim to turn the passion for sustainable management of natural resources into the company's mission.

We decided to adopt an Ethical Management System that describes ethical principles, actions and monitoring system.

We are committed to:

- promote Ethical Management System
- prefer bottom-up approach
- having a living open to integrations system.

Values

Our Ethical Management System derived from an internal consultation involving partners, managers, collaborators and employees.

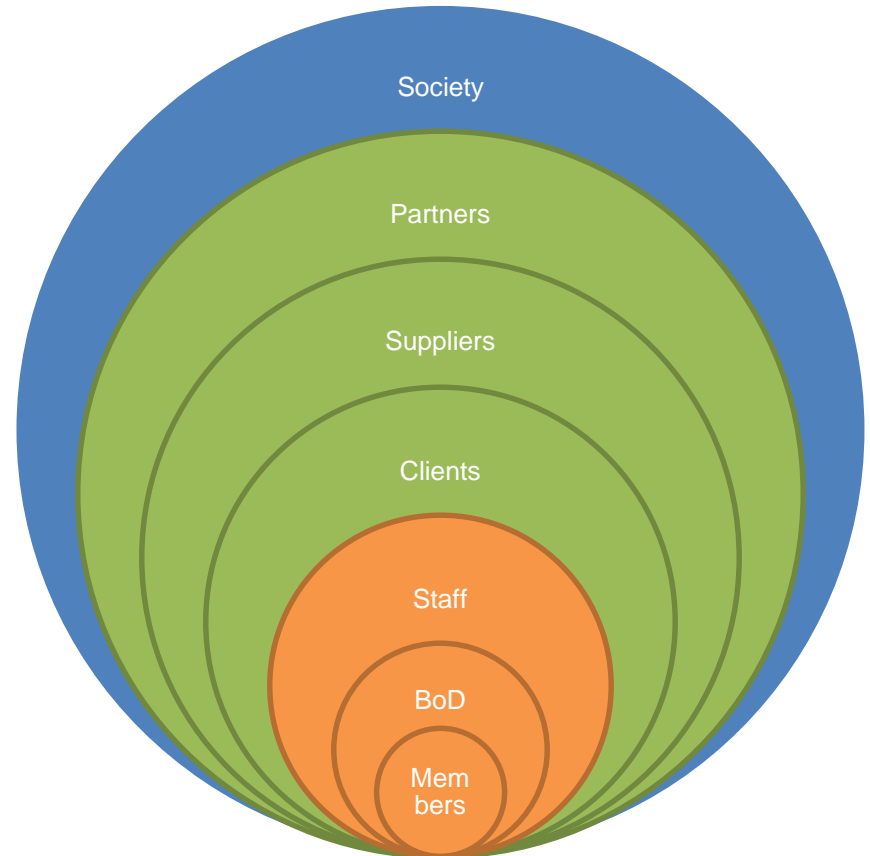
Five VALUES emerged:

1. Growth, innovation and impacts
2. Transparency and legality
3. Quality of life
4. Equal opportunities
5. Environmental responsibility

Stakeholders

We identified three macro-categories of interested parts:

- Global societies and local communities
- Clients, suppliers and partners
- Partners, managers, employees and collaborators



Principles and Intents

A final match of principles and stakeholder groups with specific intentions for continuous improvement.

Principles	Partners, managers & employees	Clients, suppliers and partners	Society
Growth, innovation and impacts	<ul style="list-style-type: none"> Ensure profit, good governance and grow opportunities 	<ul style="list-style-type: none"> Deliver the best in class service to an increasing number of stakeholders 	<ul style="list-style-type: none"> Higher social and environmental impacts through innovation
Transparency and Legality	<ul style="list-style-type: none"> Respect laws (contracts, health & safety, insurances, taxation) Provide information on activities, decisions, economic trends through active participation 	<ul style="list-style-type: none"> Establish commercial relations based on transparency and legality principles (contracts, quotes, privacy, etc.). Inform clients, suppliers and partners on activities and decisions that can affect the collaboration. 	<ul style="list-style-type: none"> Publish social, economic and financial data.
Quality of life	<ul style="list-style-type: none"> Working schedule matches people's needs Promote equal, clear and transparent policies about salary, mobility and promotion. Promote an exciting working way and place 	<ul style="list-style-type: none"> Choose clients upon ESG impacts and communicate positive impacts 	<ul style="list-style-type: none"> Support initiatives with positive ESG impacts
Equal opportunities	<ul style="list-style-type: none"> Non-discrimination and equal opportunities 	<ul style="list-style-type: none"> Equal opportunities in accessing information International network of partners and clients 	<ul style="list-style-type: none"> Support external initiatives to promote non-discrimination and equal opportunities
Environmental responsibility	<ul style="list-style-type: none"> Promote a conscious lifestyle 	<ul style="list-style-type: none"> Screen, inform and promote among clients & suppliers on ESG criteria 	<ul style="list-style-type: none"> External and internal activities and initiatives to foster environmental sustainability

Transparency and legality

Actions	STATUS		
	Done	Ongoing	Expected
Respect laws (contracts, health & safety, insurances, taxation)			
<ul style="list-style-type: none"> Use of insurance for staff working if office and in the field 	2011		
<ul style="list-style-type: none"> Respect law on contracts 	2014		
<ul style="list-style-type: none"> Respect health and safety law 	2014		
Provide information on activities, decisions, economic trends through active participation			
<ul style="list-style-type: none"> Staff participate to annual assembly of members 	2011		
<ul style="list-style-type: none"> Weekly update with staff, Mmmm: Monday Morning Monitoring Meeting! 	2015		
<ul style="list-style-type: none"> Use of a participatory ethical management system 	2014		
<ul style="list-style-type: none"> Quarterly update and consultation of staff (BrainDays) 	2016		
<ul style="list-style-type: none"> Monthly internal newsletter 		2017	
Establish commercial relations based on transparency and legality principles (contracts, quotes, privacy, etc.)			
<ul style="list-style-type: none"> Respect of Spin-off regulation @ University of Padova 	2011		
<ul style="list-style-type: none"> Clear and detailed budgeting 	2013		
<ul style="list-style-type: none"> Use of contracts for all consultancies and collaborations 	2015		
<ul style="list-style-type: none"> Company privacy policy 	2015		
Inform clients, suppliers and partners on activities and decisions that can affect the collaboration			
<ul style="list-style-type: none"> Create a client registry 			2017
<ul style="list-style-type: none"> Invitation to newsletter & social networks 	2015		
<ul style="list-style-type: none"> Communication report to TeSAF 	2015		
<ul style="list-style-type: none"> Create a contact database online 			2017
Publish data on internal governance, financial status and partnerships			
<ul style="list-style-type: none"> Publish governance info 	2011		
<ul style="list-style-type: none"> Publish list of clients & partners 		2017	
<ul style="list-style-type: none"> Social balance 			2020

Quality of life

Actions	STATUS		
	Done	Ongoing	Expected
Working schedule matches people's needs			
• Adoption of flexible office hours	2011		
• Integrate work and lifelong learning (joint PhD programs, research grants)	2014		
• Training and internships for students and graduates	2015		
• Promotion of a working way based on reaching targets and self-organization		2016	
Promoting equal, clear and transparent policies about salary, mobility and promotion			
• Detailed description of roles and responsibilities		2016	
• Six months evaluation system for employees	2016		
• Adoption of a transparent policy about salaries (role and responsibilities)		2016	
Promoting an exciting working way and place			
• Promotion lifelong learning activities for employees (courses, conferences, etc.)	2011		
• Team building activities (both inside and outside office)	2015		
• Maintenance of an informal working place	2011		
• Lobbying for larger working place (Impact HUB + Veneto Agricoltura)		2016	
• Lobbying for proper working facilities (e.g., dining room, etc.)		2016	
Choose clients upon ESG impacts and communicate positive impacts			
• Adoption of a policy of clients, suppliers and partners selection			2017
• Italian and European reference for no profit initiative Ecosystem Marketplace		2016	
Support initiatives with positive ESG impacts			
• Participation to Parco Fiume Brenta	2016		
• Creation of a multi-functional forest showroom (beyond Bosco Limite)			2019
• Cooperation with Banca Popolare Etica	2011		

Equal Opportunities

Actions	STATUS		
	Done	Ongoing	Expected
Non-discrimination and equal opportunities			
• Equal balance in staff categories	2011		
• Origin of staff, both geographically and culturally		2016	
• Combine each personal/familiar condition with the work context	2011		
Equal opportunities in accessing information			
• Section “Work with us” and transparent job vacancy descriptions	2014		
• Transparent staff selection (criteria and points)	2013		
International network of partners and clients			
• Italian network of partners and clients		2011	
• European network of partners and clients		2015	
• International network of partners and clients		2016	
Support external initiatives to promote non-discrimination and equal opportunities			
• No short term actions planned			2018

Environmental responsibility

Actions	STATUS		
	Done	Ongoing	Expected
Promote a conscious lifestyle			
<ul style="list-style-type: none"> Improvement of company procedures for sustainable transport of company travels 	2011		
<ul style="list-style-type: none"> Incentive system for sustainable transport among employees (home TO work) 		2015	
<ul style="list-style-type: none"> Promotion of a company vegetable garden 	2011		
Screen and inform clients & suppliers on ESG criteria			
<ul style="list-style-type: none"> Improvement of a policy to select suppliers according to environmental and social sustainability criteria 	2014		
<ul style="list-style-type: none"> Selection of projects and partners according to their matching responsibility criteria 	2013		
Promote among partners and clients initiatives of environmental sustainability			
<ul style="list-style-type: none"> Promotion of FSC 	2011		
<ul style="list-style-type: none"> Promotion of fair trade 	2011		
<ul style="list-style-type: none"> Promotion of ecosystem approach and multifunctional natural resources 	2014		
<ul style="list-style-type: none"> Promotion among clients of responsible supply chains 			2018
External and internal activities and initiatives to foster environmental sustainability			
<ul style="list-style-type: none"> Measurement of the environmental footprint and promotion of initiatives to avoid, reduce and compensate 		2015	
<ul style="list-style-type: none"> Members of FSC IC 	2015		
<ul style="list-style-type: none"> Development of platforms for Payments for Ecosystem Services 			2017

Book of Rules

- Responsible: Lucio Brotto
- Annual update of system:
 - News actions defined at the end of the year
 - BoD approves actions upon budget availability
- Workshop every semester to check advancements.