



FOREWORD

ETIFOR restores the balance between **humans and nature**.

Our team improves the economic, environmental and social benefits of policies, projects and investments through applied science, proactive innovation and good governance. We work with national and international

clients such as:

- **Private companies;**
- **Public administration and organizations;**
- **NGO and nonprofit organizations**

Since 2011 we decided to adopt an Ethical Management System that defines our ethical values, principles and actions as well as the monitoring system in place.

We are committed to:

- **promoting this Ethical Management System**
- **preferring 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.

Four VALUES emerged:



Transparency and legality



Quality of life



Equal opportunities

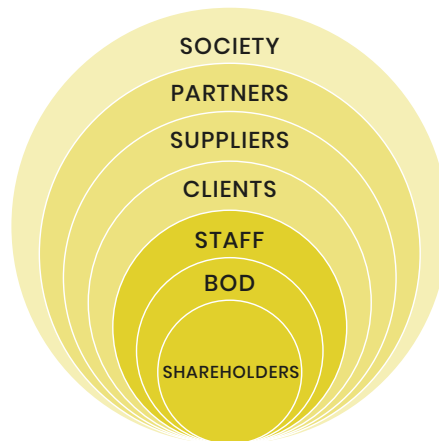


Environmental responsibility

STAKEHOLDERS

We identified three macro-categories of interested parts:

1. SOCIETY
2. PARTNERS, SUPPLIERS AND CLIENTS
3. STAFF, BOD, SHAREHOLDERS



BOOK OF RULES

Annual update of the system:

- New actions defined at the end of the year
- Board of Directors (BoD) approves actions upon budget availability
- Workshop every semester to check advancements
- Team retreat (BrainDays) every year to discuss relevant topics (such as values, strategies, targets and actions) and, if needed, to update the ethical management system

Responsible:

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Last update:

November 2021

ACTION PLAN & MONITORING: PRINCIPLES AND INTENTS



PRINCIPLES	STAFF, BOD, SHAREHOLDERS	PARTNERS, SUPPLIERS AND CLIENTS	SOCIETY
Transparency and Legality	<p>Respect laws (contracts, health & safety, insurances, taxation) and Human Rights.</p> <p>Provide information on activities, decisions, economic trends through active participation</p>	<p>Establish commercial relations based on transparency and legality principles (contracts, quotes, privacy, etc.).</p> <p>Inform clients, suppliers and partners on activities and decisions that can affect the collaboration.</p>	<p>Publish social, economic and financial data.</p>
Quality of life	<p>Working schedule matches people's needs</p> <p>Promote equal, clear and transparent policies about salary, mobility and promotion.</p> <p>Promote an exciting working way and place</p>	<p>Choose clients upon Environmental Social and Governance (ESG) impacts and communicate positive impacts</p>	<p>Support initiatives with positive ESG impacts</p>
Equal opportunities	<p>Non-discrimination and equal opportunities</p>	<p>Equal opportunities in accessing information</p> <p>International network of partners and clients</p>	<p>Support external initiatives to promote non-discrimination and equal opportunities</p>
Environmental responsibility	<p>Promote a conscious lifestyle</p>	<p>Screen, inform and promote among clients & suppliers on ESG criteria</p>	<p>External and internal activities and initiatives to foster environmental sustainability</p>

TRANSPARENCY AND LEGALITY



ACTIONS	STATUS			
	Completed in	Ongoing since	Work in progress: expected by	To start in
Respect laws (contracts, health & safety, insurances, taxation) and quality standards				
Use of professional insurance for staff and projects		2019		
Respect law on contracts, health and safety		2014		
Become an Innovative Small and Medium Enterprise (SME) and a member of the Forest Stewardship Council® (FSC®), Global Sustainable Tourism Council (GSTC), and Sustainable Finance Forum (FFS)		2018		
Join the United Nations Global Compact (UNGC), submit the annual Communication on Progress (CoP) and keep supporting work towards the achievement of the United Nations Sustainable Development Goals (UN SDGs)		2019		
Become a “Società benefit” and respect the related laws and regulations		2021		
Obtain the B Corporation® (B Corp®) Certification				2022
Provide information on activities, decisions, economic trends through active participation				
Open the Annual Member’s Assembly to staff participation		2011		
Maintain a weekly update with staff (MMMM = Monday Morning Monitoring Meeting)		2015		
Use of a participatory ethical management system		2014		
Organize each year the annual update and consultation of staff (BrainDays)		2016		
Send BoD meeting reports to shareholders		2019		
Create specific task forces to collect inputs from the staff and implement changes		2021		
Establish commercial relations based on transparency and legality principles (contracts, quotes, privacy, etc.)				
Respect of Spin-off regulation @ University of Padova		2011		
Make clear and detailed budgeting using shared CRM system WETHOD		2018		
Make use of contracts for all consultancies and collaborations		2015		
Create and publish the Company’s privacy and cookie policy	2015			
Update the privacy and cookie policy of the company (and related websites) to comply with the recent developments of relevant regulation			2022	

TRANSPARENCY AND LEGALITY



ACTIONS	STATUS			
	Completed in	Ongoing since	Work in progress: expected by	To start in
Inform clients, suppliers and partners on activities and decisions that can affect the collaboration				
Create a client registry		2019		
Invite to newsletter & social networks		2015		
Create a contact database online	2019			
Development and adoption of an official and detailed "Policy for association"			2021	
Development and adoption of an official and detailed "Procurement policy"			2022	
Publish data on internal governance, financial status and partnerships				
Publish governance info	2011			
Publish list of clients & partners	2019			
Perform and publish the annual impact assessment as required by the "Società benefit" regulation by using the B Impact Assessment standard			2022	
Annual report on financial and non-financial results and impacts according to Global Reporting Initiative (GRI) standards				2023
Align the communication of the company's impacts to SDGs with <i>ad hoc</i> indicators			2022	

QUALITY OF LIFE



ACTIONS	STATUS			
	Completed in	Ongoing since	Work in progress: expected by	To start in
Working schedule matches people's needs				
Allow and support Flexible Work		2011		
Promote lifelong learning (e.g., by promoting staff participation to: joint Doctorate programs, research grants, training, etc.)		2014		
Host Interns		2015		
Adopt a Company Welfare Plan with a dedicated annual budget for the staff		2019		
Develop a formal smart work regulation and update contracts accordingly			2021	
Stress management: identify and address elements that generate stress with the support of professional external consultants		2021		
Test a working time reduction (WTR) policy to meet the staff's personal needs (e.g., spending time with the family, doing sport, volunteering, etc.)			2022	
Promoting equal, clear and transparent policies about salary, mobility and promotion				
Define clear roles and responsibilities according to work Programs		2019		
Enforce a six-months evaluation system = Staff Business Plan		2016		
Define and update a transparent salaries policy for professional growth (based on role, responsibilities, seniority, bonus)		2019		
Provision of lunch tickets		2020		
Increase the value of lunch tickets	2021			
Promoting an exciting working way and place				
Team building activities		2015		
Informal working place		2011		
New and better office	2020			
Clients, suppliers and partners screening				2020

QUALITY OF LIFE



ACTIONS	STATUS			
	Completed in	Ongoing since	Work in progress: expected by	To start in
Support initiatives with positive ESG impacts				
Valuing Nature showrooms (Brenta River Park, Bosco Limite, Bosco Sacile, Brennero, Arte Sella)		2013		
Cooperation with ethical finance and ethical banking systems: Banca Popolare Etica, Sustainable Finance Forum		2011		

EQUAL OPPORTUNITIES



ACTIONS	STATUS			
	Completed in	Ongoing since	Work in progress: expected by	To start in
Non-discrimination and equal opportunities				
Achieve and maintain an equal balance in staff categories		2011		
Increase diversity in terms of origin of staff, both geographically and culturally		2016		
Formally create the International Presence Development unit/task force	2021			
Combine each personal/familiar condition with the work context		2011		
Clearly state, in each job vacancy descriptions, the non-discrimination based on gender, origin, etc.		2020		
Draft a formal Diversity & Inclusion policy and strategy			2022	
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				
Develop and keep contacts with an Italian network of partners and clients including Forest Stewardship Council® (FSC®), Global Sustainable Tourism Council (GSTC), and Sustainable Finance Forum (FFS) members		2018		
Develop and keep contacts with an European network of partners and clients including: European Forest Institute (EFI), European Commission (EC)		2018		

EQUAL OPPORTUNITIES



ACTIONS	STATUS			
	Completed in	Ongoing since	Work in progress: expected by	To start in
International network of partners and clients				
Develop and keep contacts with an international network of partners and clients including Food and Agriculture Organization (FAO), International Tropical Timber Organisation (ITTO) etc.		2016		
Support external initiatives to promote non-discrimination and equal opportunities				
Sponsor social initiatives such as: LGBTQ friendly, sport, art, music, etc.		2021		
Support work inclusion of marginalized and disadvantaged people (WorkingforWork)		2019		

ENVIRONMENTAL RESPONSIBILITY



ACTIONS	STATUS			
	Completed in	Ongoing since	Work in progress: expected by	To start in
Promote a conscious lifestyle				
Promote sustainable transport for company travels		2011		
Incentivize systems for sustainable transport among employees (home-to-work: incentives for public transport have been included into the welfare plan, incentives for fossil fuels have been excluded)		2019		
Create a company's farm to provide employees with fresh, locally, and responsibly sourced vegetables while spending time in a relaxing environment			2022	
Screen and inform clients & suppliers on ESG criteria				
Inform clients and supplier when the new Procurement Policy and Policy for Association are approved			2022	
Selection of projects and partners according to their matching responsibility criteria		2013		
Promote initiatives of environmental sustainability among partners and clients				
Promotion of FSC®, GSTC, B Corp, fair trade, local supply		2011		
Promotion of ecosystem approach and multifunctional natural resources		2014		
Promotion among clients of responsible supply chains		2019		
External and internal activities and initiatives to foster environmental sustainability				
Becoming a Climate Positive company			2023	
Members of Forest Stewardship Council® (FSC® Italy), FSC International, Global Sustainable Tourism Council (GSTC)		2015		
Bring MARC (Measure, Avoid, Risk & Communicate) approach and the platform WOWnature for Payments for Ecosystem Services worldwide in 5 continents			2025	