



VINCENZO SCARPETTA S.R.L.
OFFICINA MANUTENZIONE ED INSTALLAZIONE IMPIANTI DI CARBURANTE
 Sede operativa: Loc. Calabritto Ex stabilimento FIAT AVIO
 Lotto n°6 – 80011 Acerra (NA) TEL. 0818446694
 E-mail: info@scarpettaonline.it Sito Web: www.scarpettaonline.it
 Sede legale: Napoli (NA) Via Card. Guglielmo Sanfelice 33 CAP 80134
 CERTIFICATA: ISO 9001:2015 BS ISO 14001:2015 ISO 45001:2018
 CERTIFICATA: SA8000:2014



CAT Centro Assistenza Tecnica
 Rivenditore di ricambi ufficiali

Rivenditore di ricambi ufficiali






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VINCENZO SCARPETTA S.R.L.

<u>COMPANY FOR MAINTENANCE, CONSTRUCTION AND INSTALLATION OF FUEL SYSTEMS</u>
Operational headquarters: Loc. Calabritto Ex stabilimento FIAT AVIO – Lotto n°6 – 80011 Acerra (NA)
Tel. 081 8446094 Cell. 348 1688528
E-mail: info@scarpettaonline.it
Website: www.scarpettaonline.it
Registered office: Via Cardinale Guglielmo Sanfelice 33 – 80134 Napoli (NA)
Certified: ISO 9001:2015 – ISO 14001:2015 – ISO 45001:2018 – SA8000:2014

Acronimo	Definizioni
GS	Reports Manager
RI	Investigation Manager
RLS	Workers' Safety Representative
RSPP	Prevention and Protection Service Manager

Purpose of the procedure
<p>The purpose of this procedure is to define the methods through which employees, collaborators, or third parties may report behaviors, acts, or omissions that may constitute violations of legal provisions or internal organizational rules. The reporting system adopted by Vincenzo Scarpetta S.r.l. complies with the principles set out in Legislative Decree no. 24 of March 10, 2023, and aims to: promote ethical and transparent behavior; prevent unlawful acts or irregularities; ensure protection of the reporting person. This procedure also incorporates the principles of the SA8000:2014 standard, in particular:</p>



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protection of workers' rights; freedom of association and the right to collective bargaining; prohibition of discrimination; prohibition of forced and child labor; protection of occupational health and safety; compliance with working hours and remuneration; a management system oriented toward continuous improvement and the free and protected reporting of any non-compliance.

Scope of application

This procedure applies to all reports concerning behaviors or situations that may constitute: administrative, civil, or criminal offenses; violations of national or European Union legislation; non-compliance with company procedures or internal provisions; conduct that may cause economic, organizational, or reputational damage to the company; acts or omissions that may compromise the integrity or proper functioning of the organization; violations of SA8000 standard principles.

Reporting Methods

Internal Channels Anyone who becomes aware of a potential violation may submit a report through one of the following channels provided by the company:

Dedicated email: vincenzoscarpettasrls8000@scarpettaonline.it

The mailbox is managed by the SPT, which ensures confidentiality of the information received.

Online reporting form: Available on the company website www.scarpettaonline.it in the section "Submit a report," compliant with SA8000. The form allows description of the reported facts and submission of supporting elements. It represents the official reporting model.

Physical reporting box: Located on the first floor of the operational headquarters, allowing submission of written reports in a reserved manner.

Telephone reporting: Reports may also be made by calling +39 348 1688528 and asking to speak with the SPT. Anonymous reporting is allowed.

Handing of reports

Preliminary Assessment The Reports Manager (GS) conducts an initial analysis to verify relevance to the procedure scope. The following are not considered admissible reports: manifestly unfounded information; already publicly known information; unverifiable rumors; complaints concerning purely personal employment-related interests.



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open-es








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<p>Interaction with the Reporting Person: If the reporting person has provided their identity, the SPT will: acknowledge receipt within 7 days; maintain communication for clarification if needed; ensure proper handling of the report; provide updates on the procedure.</p>
<p>Response Methods Reports are handled ensuring confidentiality and traceability:</p>
<p>Email or online form reports: response provided directly if identifiable.</p>
<p>Anonymous or physical box reports: response published anonymously on the company website without identifying elements.</p>
<p>Documentation Used: Reporting form (online) , SA8000 reporting register, SA8000 investigation report, Report closure record.</p>

Confidentially Protection

The identity of the reporting person and any identifying information are treated with the utmost confidentiality and disclosed only to authorized personnel strictly when necessary. The reporting person shall not be subject to any retaliation, including: dismissal or suspension; demotion or change of duties; unjustified disciplinary measures; discrimination or unfavorable treatment.

Personal data processing

Personal data related to report management is processed in compliance with European and national data protection regulations. Documentation is retained only for the time necessary and in any case no longer than 5 years after the procedure’s conclusion.

Investigation Initiation

If further investigation is required, company management appoints an Investigation Manager (RI), who: operates with impartiality and confidentiality; must not have conflicts of interest; conducts



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verification activities to ascertain facts. The investigation must be completed within 90 days, except in particularly complex cas

Investigation Activities

The Investigation Manager may: collect information through interviews; acquire and analyze company documentation; gather witness statements. Based on collected information, the RI evaluates available evidence.

Investigation outcome

Possible outcomes include: Archiving: if reports are unfounded or unverifiable; Violation of company procedures: application of measures; Criminal offense hypothesis: reporting to competent authorities. Results are: shared with identified reporters; published on the company website (external anonymous reports); posted on company notice boards (internal anonymous reports).

Disciplinary system

If employee responsibility is established, disciplinary measures will be applied in accordance with applicable laws and collective labor agreements (CCNL). For external parties (suppliers, consultants, collaborators), the company may apply contractual measures under the Civil Code, including contract termination and compensation for damages.

SGS and SAAS Reports

Reports may also be submitted to the certification body or accreditation body:

SGS Italia SPA 051/6389926 sa8000@sgs.com

SAI/SAAS (212) 684-1414 saas@saasaccreditation.org 15 West 44th Street, 6th Floor - New York - NY 10036