

# MANAGEMENT FOR GENDER EQUALITY

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## a. PURPOSE OF THE PROCEDURE

This procedure defines the general criteria, responsibilities and operating methods adopted by BBM Service S.r.l. for the **management of activities aimed at reducing the gender gap in the company.**

The document aims to describe what must be done to ensure correct gender equality within the BBM Service S.r.l. company.

## **b. RESPONSIBILITY**

The responsibility for the application of the following procedure lies with the Gender Equality Committee.

## c. OPERATING MODES

### *External legislation*

BBM has developed its Gender Equality management system in accordance with the following standards:

- Reference Practice UNI/PDR 125:2022 – Guidelines on the management system for gender equality which provides for the adoption of specific KPIs (Key Performance Indicators) relating to gender equality policies in organizations;
- Legislative Decree no. 198 of 11 April 2006 Code of equal opportunities between men and women, pursuant to article 6 of law no. 246 of 28 November 2005. (Official Gazette no. 125 of 31-5-2006 - Ordinary Supplement no. 133);
- Law 162/2021 Amendments to the code referred to in Legislative Decree no. 198 of 11 April 2006 and other provisions on equality between men and women in the workplace (Official Gazette no. 275 of 18-11-2021).
- UNI EN ISO 19011 - GUIDELINES FOR AUDITS OF MANAGEMENT SYSTEMS.

### *Internal regulations*

- "System of internal procedures", (see strategic plan);
- "WHISTLEBLOWING LEGISLATION – Internal system for reporting violations.

#### 1. **BBM, the context**

BBM is an Italian company operating since 2005 in the province of Bergamo, with two plants: a registered office in San Pellegrino Terme and an operational headquarters consisting of a production workshop and a showroom in Lenna.

BBM is active in the field of automated bottling and packaging in the food and beverage sector, with a range of horizontally integrated products and services, thanks to which the organization has positioned itself in a unique and distinct way compared to competitors.

Specialized in the design and supply of complete bottling lines for water and beverages, the company provides a 360° service, dealing with assistance, service, spare parts supply, maintenance and overhaul on every type of machine in the line. BBM's strength, which has allowed the company to achieve a great competitive advantage on the market, is the experience gained in customizing solutions based on customer needs: from the preliminary analysis of business opportunities, to the engineering and design of the production plant, passing through the supply of new or used, overhauled and guaranteed

machines, up to a qualified technical service in the field with over 50 technicians specialized on different machines and processes.

BBM believes that building a fair and inclusive work environment encourages its people to give the best of their abilities and to help create the foundation for the company's success. For this reason, BBM is committed to promoting equal opportunities for all employees and to combating all types of discrimination against everyone. As evidence of the commitment put into practice, the Company Code of Conduct has been active for three years, aimed at all employees, aimed at ensuring a work environment that respects everyone.

At the moment it is noted that BBM, operating in the metalworking sector, has a numerical imbalance between genders, with the majority of employees belonging to the male gender. This disparity is largely attributable to the nature of the sector, where technical roles are predominantly occupied by men, reflecting the current dynamics of the labour market.

BBM recognizes that a lack of gender equality can have negative consequences on the diversity of perspectives and skills within the organization. Therefore, in 2024 she decided to embark on the path towards obtaining the Gender Equality Certification, which was then actually achieved on 31/07/2024. BBM is committed to maintaining certification and constantly improving its practices, with new and diversified initiatives aimed at promoting gender equality, valuing diversity and ensuring equal opportunities for professional growth and development.

The firm desire to improve and to adopt all the necessary measures to promote an inclusive work environment is a starting point towards breaking down existing gender barriers and promoting a real cultural change within the company.

BBM believes that inclusion and equity are key values for innovation and the long-term success of the company; is aware that this process will take time and continuous effort, but is willing to play its part to contribute to a future where gender equality is the norm, including in the engineering sector.

## 2. Purposes

BBM Service S.r.l. has decided to invest energy and believes in the values of gender equality within both corporate and social contexts and intends to guarantee its commitment to gender equality and pay equity as fundamental pillars of its corporate culture.

This requires a careful application of these principles in all areas of the company, from human resource management to promotion decisions, up to corporate culture, in line with the strategic plan.

The management, in coordination with the steering committee of BBM Service S.r.l., has decided to adopt a company procedure aimed at reducing the gender gap in all areas considered most critical: opportunities for professional growth in the company, equal pay, policies for managing gender differences, maternity protection. We recognize that diversity in terms of gender, ethnicity, sexual orientation, ability, religion, age, and background is a valuable asset and contributes to the success of the company.

This policy is in line with the pursuit of the Sustainable Development Goals (SDGs) defined by the United Nations, in particular, goal 5 (SDG 5 – Gender equality).

### 3. Scope

This Policy applies to **BBM Service S.r.l.**

### 4. Gender equality and inclusion

BBM Service S.r.l. has decided to adopt innovative systems that allow it to constantly evaluate the direction and progress of its progress, setting up a management model that guarantees the maintenance of the defined and implemented requirements over time, measuring the progress of the results through the preparation of specific KPIs (Key Performance Indicators), on 6 indicators:

- culture and strategy;
- governance;
- HR processes;
- gender-neutral growth opportunities in the company;
- gender pay equity;
- protection of parenthood and work-life balance.

BBM Service S.r.l. is firmly convinced that inclusion and meritocracy are the essential conditions for sustainable, economic and social development. For the development of an authentic culture of gender equality within our organization, it has set out this Policy, setting itself the following objectives:

- contribute to creating a fairer labour market in terms of equal career opportunities, competitiveness and flexibility;
- Supporting the increase in female employment;
- Ensuring gender pay equity, facilitating women's participation and permanence in the workplace, through the support of care burdens, enhancing skills, ensuring

fair remuneration for jobs and occupations with equivalent socio-economic value and promoting a condition of economic independence (equal pay for work of equal value);

- Ensure equal opportunities in the development of skills and in the application of individual talents, ensuring equal and equal participation in training and enhancement courses, with the presence of both sexes, including leadership courses;
- BBM Service S.r.l. strives to ensure that wages and benefits are based on experience, skills and individual contribution, regardless of gender;
- Salary equity is an integral part of the company culture and permeates the guidelines of HR management processes, for example: in the salary review process, through the identification and correction of any gender-based pay inequalities.

## 5. Implement the management system

Precisely with the aim of achieving the objectives indicated above, BBM Service S.r.l. is committed to implementing a management system for gender equality, diversity, equity and inclusion (the "Gender Equality System"), in order to:

- Ensure additional flexibility for workers with parental and/or caregiver commitments;
- Implement governance and monitoring of diversity and gender parity in the company;
- Train and keep its employees updated on an ongoing basis by disseminating the Gender Policy within the company context, information relating to gender parity by spreading an open, inclusive and fair culture;
- Support working mothers and working fathers, providing policies and benefits, in addition to the reference CCNL, dedicated to the protection of maternity/paternity and services to promote the reconciliation of personal and working life;
- Encourage the transversal promotion of the principle of gender equality for each level of contractual classification, as well as the introduction of notions of gender mainstreaming;
- Encourage the promotion of a language that favors dialogue and the overcoming of sexist expressions or manifestations.



BBM Service S.r.l. undertakes not to tolerate and condemns all forms of discrimination and identifies the risk of all forms of physical, verbal and digital abuse (harassment) within its Health and Safety management process in the workplace (see whistleblowing procedure).

Offensive language or gender bias is considered unacceptable behaviour and behaviour in line with these principles is expected of all employees. The Company has adopted an internal system for reporting violations in accordance with the Whistleblowing Decree. Personnel who make a report pursuant to this Procedure (i.e. reporting episodes of harassment or mobbing) cannot be subject to retaliation, and will be protected in the anonymity of the report.

Finally, BBM Service S.r.l. undertakes to prepare and disseminate to stakeholders a communication plan relating to its dedication to gender equality issues, ensuring that communication is consistent with the principles of the Policy and with the objectives established and implemented through a strategic plan.

In communication activities, BBM Service S.r.l. pays the utmost attention to avoiding gender stereotypes in advertising actions, ensuring a review of marketing materials and strategies, committing itself to spreading a positive image of women, using language that respects gender differences.

The strategic plan identifies the objectives that the management, assisted by the Steering Committee for Gender Equality, intends to pursue.

## **6. System documentation**

BBM Service S.r.l., with this Procedure, acknowledges that the entire documentation referable to the UNI PdR 125:2022 Practice, filed by the members of the Committee with the criteria of the areas pertaining to the legislation, in compliance with company procedures and privacy data processing legislation, in paper and electronic format, is managed, modified, revised, updated and approved only by the members of the Gender Equality Steering Committee itself.

## **7. Communication and review**

BBM Service S.r.l., in relation to its Gender Equality and Resources Policy, undertakes to:

- Prepare and disseminate to its stakeholders information relating to its commitment to gender equality issues;
- Base its internal and external communication (marketing, advertising) on responsibility (avoiding gender stereotypes in advertising actions, ensuring a

periodic review of marketing materials and strategies, committing to spreading a positive image of women, using language that respects gender differences);

- Identify the stakeholders with whom to establish communication with respect to gender equality issues, particularly in the workplace;
- Ensure that communication is consistent with the principles of the Policy and with the objectives established and implemented through the Strategic Plan;
- Align internal and external communication with company values and culture.

This policy also:

- it is communicated and disseminated within the organization;
- it is the subject of training and awareness among company management;
- is published on the BBM Service S.r.l. website.

The suitability of this Policy is reviewed and validated during the review activities of the Gender Equality System, with the timelines indicated in the reference documentation.

Responsibility for the implementation of this Policy is entrusted to the Gender Equality Steering Committee, in collaboration with the company management.

## 8. Policy update

The Steering Committee for Gender Equality is responsible for revising these regulations. This review must be carried out every six months and in any case when appropriate in order to ensure the application of the procedures and compliance with the relevant objectives.

## 9. Improvements

**BBM Service s.r.l.**, following the Management Review or following the results of audits (internal or third-party) may identify additional, specific, measurable, achievable, realistic and time-bound objectives for Gender Equality. The objectives identified are integrated into the Strategic Plan.

## 10. Internal audits and periodic review

In relation to its policies and objectives, BBM Service S.r.l plans, implements and documents internal audits aimed at verifying the real and effective application of the company's Policy and directives for Gender Equality, as well as compliance with the Operating Procedures defined for this purpose.

Internal audits are planned, communicated and aimed at collecting objective data and evidence of compliance, reporting deviations, which must be managed.

The Committee plans, on a six-monthly basis, a periodic review of the MANAGEMENT SYSTEM on the topics identified in the Strategic Plan. The Management Review will evaluate as input items:

- Status of actions arising from the Previous Management Review - New applicable legislation;
- Gender Equality Policy;
- Strategic Plan;
- Training plan for Gender Equality;
- Management System Documentation;
- Monitoring of KPIs (Generic and Strategic Plan);
- Internal and external communication activities;
- Audits (internal);
- Management of reports, complaints and reports.

The following output factors will be considered:

- The continuity and coherence of the Strategic Plan;
- The need for updates and changes to the MANAGEMENT SYSTEM, including as a result of significant regulatory changes;
- The new and additional training needs.