



Italy: Sick Leave Policy

This policy sets out our procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.

We want to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent due to sickness to return to work.

We may vary the procedures set out in this policy, including any time limits, as appropriate.

Sickness absence reporting

In the event of sickness, you should inform your direct manager on the first day of your absence, as soon as possible. You should also make contact with your People & Purpose Partner as well.

If your manager is located in another time zone, you need to send him an email and add your People & Purpose Partner for information.

If possible, you need to enter your sick absence days on Workday. In case you are not able to submit your absence, your manager or People & Purpose Partner will submit your sick leave.

In any case, you need to provide a medical certificate from the doctor with the following information: effective date and estimated length of absence. The certificate must be sent to the Company within 48 hours from the issued date.

Medical examinations

We may ask your consent for a medical examination. This will be performed by a doctor sent by the INPS. Examination can happen between 10 am to 12 pm and 5pm to 7pm any business day, so you are required to be available at your place during those hours.

The purpose of the medical examination is to have a better understanding of your situation and help us provide the best support.

Sick Pay

Depending on your level type, you are entitled to a paid sick leave for a certain amount of days as described below.

Dirigente level

As a Dirigente, you are entitled to 240 days paid sick leave outside your probation period. Your salary will be taken over by the Company at 100%.

During the first 240 days of absence, your holidays and ROL will still accrue.

After this period, sick absence can be extended for 6 months. This will be an unpaid leave and your holidays and ROL will not accrue.

Quadro/Impiegato level

As a Quadro or Impiegato, you are entitled to 180 days paid sick leave outside your probation. Your salary will be covered by the INPS and the Company as follow:

Entitlement	Total covered salary	Indemnity paid by the INPS	Additional payment by the Company
Day 1 to 3	100%		100%
Day 4 to 20	75%	50%	25%
Day 21 to 180	100%	66.66%	33.34%

During the first 180 days of absence, your holidays and ROL will still accrue. After this period, sick absence can be extended for 120 days. This will be an unpaid leave and your holidays and ROL will not accrue.

The Company reserves the right to amend this sick leave policy in future and withdraw or modify the policy as currently defined.