

POLICY

ACTIVE PARENTING
SUPPORT

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Introduction: Diversity and Inclusion Policies

The Poste Italiane Group has always been active in supporting diversity and inclusion values by adopting corporate, organisational, and management mechanisms based on respect for people's rights and freedom. The path taken in this direction over the years has made it possible to introduce new ways of monitoring and promoting diversity issues, integrating the protection and enhancement of plurality, in a proactive strategy to overcome all cultural stereotypes.

With the Diversity and Inclusion Policy, the Group has formally committed itself to valuing gender balance and overcoming all stereotypes, discrimination, and prejudice to create the best structural conditions to allow everyone to express themselves at their best, thus promoting the individual and organisational well-being of people.

Objectives and Scope of Application

A high number of women employees structurally characterises the corporate identity which is already recognised in the main processes and programmes for developing, managing, and enhancing resources through specific Company's initiatives.

Among the others, Company's strategic target is also to strengthening the presence of women in positions of responsibility to improve and increase career opportunities for women, ensuring a gender balance, even in roles characterised by growing organisational complexity. Similarly, the company places great emphasis on the presence of women in mentoring and coaching programmes to develop leadership and empowerment to guide women in their professional development. The purpose of this document is to set up a framework to support women in the Company before and after biological or adoptive motherhood, with adequate support and development paths through advanced plans to enable women to be fully valued and guided in the expression of their personal and professional abilities. This approach gives the Company the opportunity to invest in the wealth of skills that everyone is capable to feature within an organisational environment based on a culture of supporting parenthood and, more generally, active parenthood. In this framework, a trusting relationship is an enabling lever to promotes a continuous dialogue between women and management through active involvement in decisions concerning their role in the Company and the organisation of work, sharing the path starting from the first day when the pregnancy is formally communicated in order to balance professional perspectives and make the most of the changes brought about by maternity, including through the skills acquired.

The aim is to enhance the positive traits that make them more effective in as many roles as possible and to stimulate women to express their talents, putting them to use in more areas of their lives, with obvious professional benefits as well.

This document aims to outline a personnel development and management strategy, implement a modern maternity management model, and introduce innovative levers to consistently and harmoniously support active parenthood, thus integrating the Poste Italiane Group's existing HR development processes. The policy is also intended to prevent possible slowdowns in skills development, due to maternity leave, and the increasing commitment made by Company and people as a well.

Policy Principles

This Policy has been drafted in line with the Group's commitment, starting from the top management, on diversity and inclusion issues. In fact, over time, the Company has adopted memoranda of understanding and active participation mechanisms to which it refers, in line with regulations and standards issued also at an international level:

- the Universal Declaration of Human Rights and subsequent international conventions on civil and political rights and economic, social, and cultural rights;
- UN conventions on the rights of women, the elimination of all forms of racial discrimination, the rights of children, the rights of people with disabilities;
- the Declaration on Fundamental Principles and Rights at Work and the eight International Labour Organisation (ILO) Core Conventions;
- the 2030 Agenda for Sustainable Development adopted on 25 September 2015 by the United Nations General Assembly and its 17 Sustainable Development Goals (SDGs).
- the Italian diversity Charter: By signing this charter, the company contributes to fighting all forms of discrimination in the workplace — gender, age, disability, ethnicity, religious faith, sexual orientation — and values diversity within the company organisation.
- the Manifesto for Women's Employment: This document, signed by Poste, constitutes a guide to identify objectives and add value to diversity, in line with the Global Reporting Initiative (GRI) indicators in Poste Italiane's Integrated Report to support the reporting of non-financial performance.
- membership in leading associations and dedicated campaigns through professionals specialised in diversity (e.g. Valore D)
- joint bodies: The current National Collective Labour Contract (CCNL) governs the functioning, on the national and regional levels, of the Committee for Implementing the Principles of Equal Treatment and Equal Opportunities (CPT), intending to implement and strengthen a culture that focuses on diversity, including gender diversity, through positive actions aimed at creating examples of good practice within the Group and removing obstacles that prevent the achievement of equal opportunities.
- the Group Diversity and Inclusion Policy: This policy aims make strategies and active practices more transparent in order to foster a collaborative, inclusive working environment receptive to contributions from all employees so as to increase the people's confidence, customers, and society in general. The aim is to foster diversity in all its forms to make advantages of and to create value within the workplace while also gaining a competitive advantage in business.
- the Group Policy for the Protection of Human Rights.
- The Integrated Report and Annual Financial Report

Maternity protection in the Company: Regulatory framework and caring initiatives

When defining the contractual rules of employment relationships, the Company and the Trade Unions confirmed their common sensitivity to reinforcing maternity protections, providing for forms of protection that are broader than those provided by law under the current CCNL for non-managerial staff of Poste Italiane dated 25 June 2021. In particular, during the mandatory maternity leave, the Company shall pay 100% of the salary for the entire 5 months of leave, compared to 80% required by law. In addition, mothers and fathers who take “parental leave” during the first six years of the child's life are guaranteed 80% of their salary for the first two months, instead of the 30% provided by law. If parents using breastfeeding leave need to be temporarily closer to home, the Company shall accept their request, subject to organisational requirements. Women employees are also entitled to hourly leave, which can be made up at a later time for assisted reproductive technology (ART) treatments up to a maximum of 24 hours per year, or full-day leave, up to a maximum of 4 days per year. To encourage and support active parenting for both, also through a careful engaging of its employees, the Company carries out specific information campaigns aimed at updating in case of the introduction of new laws on maternity and paternity protection.

Welfare to support parenthood

Welfare initiatives, aimed at encouraging the inclusion of parents in the workforce, have also been strengthened over time, such as the PosteBimbi company's day cares, located in Rome and Bologna, for employees' children and/or grandchildren from 3 up to 36 months, and “pink parking” for pregnant. In addition, flexible forms of work are possible through teleworking, for social inclusion, and smart working. The Company offers at favourable conditions, caring, education, and entertainment services for the children of employees including English courses, remedial and repetition schooling programmes, daytime and/or overnight summer camps with intensive packages during school holiday periods, as well as awareness-raising seminars for all employees on paediatric prevention and parental support in the developmental and relational journey with children according to different age groups. The Company is also committed to offering structured school and career orientation courses involving students and employees' students, across Italy, to support the young generation to growing up thanks to the link between school and business companies.

A training master is also available via an online platform aimed at strengthening skills related to the parenting experience in order to train the soft skills acquired and make them available to the organisation upon returning to work. The programme is aimed at parents (mothers and fathers) of children aged 0 to 18.

Maternity staff development process

Consistent with the other current company policies, this policy defines and regulates within the Human Resources function the procedures for developing and managing women on maternity leave to ensure adequate personal and professional support in line with the needs and specific technical and professional skills of the person involved within the organisational scope (e.g. production, commercial, staff, etc.), during the pre- and post-maternity phase and, in general, to prevent a possible loss of professional skills reached by parents.

The maternity management process requires a preliminary phase of individual needs analysis, which necessarily includes knowledge of the target population. In order to implement maternity management, it is therefore necessary to continually listen to people's needs and monitor the evolution of the target

population of women in the 20-45 age bracket. When an employee informs the manager or Human Resources of her pregnancy status is an essential step. At that stage, a customised **ongoing guidance programme** must be devised based on the employee's position and maternity protection and care needs, with regard to transparency on the professional dynamics of her return to work and with reference to the potential career development path outlined before her maternity (e.g. job rotation, professional updating, training, participation in potential assessment programmes, vertical development through job growth, etc.). Before the maternity leave, a meeting is held between the employee, the manager, and Human Resources to better arrange the period of absence (e.g. alignment on current role, tasks that can be delegated to the team, replacement arrangements with the goal of supervising and supporting the absence with respect to activities). Particular attention must also be paid to the methods of communication between the Company and the mother-to-be, if deemed of interest to the latter, to maintain an integrated professional relationship (e.g. at birth, monthly, before returning to work). Based on their role and career opportunities, it will be useful to share with the employee involved a management path in line with the characteristics and the company's technical/organisational requirements.

Furthermore, should be, with the support of the relevant Human Resources functions, facilitate the relationship and dialogue between the women employee involved and the manager, for the reciprocal needs and expectations (Company/employee involved) to be proposed: a first meeting after returned to work, a second meeting at least three months after returning, and a last one to finalise the agreed interventions within one year of returning. In support of the guidance process, the ability to access coaching courses on a voluntary basis to support the return may also be included. In addition, programmes for developing soft skills related to the experience of parenthood that are also useful at work and can be integrated into the professional profile may be proposed on a voluntary basis.

Generally, this does not affect to taking part to all development, skill assessment, and performance evaluation processes based on the provisions in force and the parameters outlined in the relevant internal company documents.

Shared parenting: The role of fathers

The focus on increasing the birth rate and valuing motherhood finds a natural evolution towards the concept of shared parenting linked to the steady increase in the involvement of fathers and their participation in family presence and commitment. The consequence of this phenomenon implies the strengthening of work-life adjustment mechanisms in terms of reconciliation and sharing family responsibilities, raising and caring for children with policies and measures capable of fostering environments that are culturally ready to reconcile these evolutionary and social needs.

This document, therefore, aims to define similar opportunities for development and guidance in dedicated management paths for personnel men, with a twofold expected benefit:

- 1) increasing the number of men taking paternity leave;
- 2) encouraging the development of a culture oriented towards collaboration on care issues, because the inclusion and development of women's careers also passes through the rebalancing of care requirements, with a view to the equal distribution of family responsibilities.

With this approach, it will be the responsibility of Human Resources to:

- 1) analyse the data trends on shared parenting, monitoring the use of leave and paternity leave;
- 2) support employees equally, with dedicated management paths of support and professional development always in line with the provisions of the current internal Personnel Development and Management documents.

Cultural awareness and communication

The plan of action outlined in this Policy will be supported by widespread communication initiatives, awareness-raising training plans, and active support aimed at implementing an ever-increasing awareness at all managerial and leadership levels in order to make inclusion as the cultural and managerial paradigm of reference consequent and pervasive. The aim is to provide increasingly personalised monitoring of and care for people with capillary and multi-channel actions in order to responsibly affect corporate culture, relationships, work processes, and business environments.

Monitoring and reporting

Poste Italiane verifies the effectiveness of the approach adopted with this Policy through a periodic assessment of the performance of the actions implemented with respect to the people targeted by the paternity/maternity programmes, through quantitative (e.g., survey of job classifications, people involved in skills assessments, number of management plans implemented) and qualitative (e.g., satisfaction surveys) systems.

The system for governing the effectiveness of the Policy is also ensured by the relevant Corporate functions, which monitor the effectiveness of the actions undertaken over time with performance indicators consistent with corporate sustainability policies and the indexes in the financial statements, as well as integrated systems for measuring and monitoring results anchored to corporate business.

Following the cyclical (usually annual) analyses carried out by Human Resources, corrective measures may be adopted to ensure that initiatives fully adhere to the objectives of implementing and developing diversity and inclusion policies.

Dissemination and Updating

This policy, intended as a management and development support, constitutes a reference for Human Resources to support active parenthood and sustain the adoption of the good practices across Poste Italiane Group.

The relevant Human Resources Functions are responsible for updating the document based on the results of periodic monitoring.

