



BGY INTERNATIONAL SERVICES ORGANISATIONAL, MANAGEMENT AND CONTROL MODEL

Leg. Decree no. 231 of 8 June 2001

GENERAL PART

Revision no. 1 dated 23 March 2020

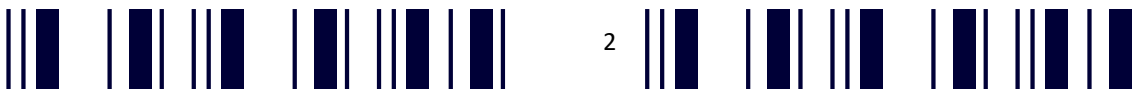




Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

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Approved by the Board of Directors on 23 March 2020



Document	Version	BoD Approval Date
Organization Management and Control Model, pursuant to Legislative Decree June 8, 2001, no. 231 – BASIC EDITION		Approved by the SB on 27.03.2018
Organization Management and Control Model, pursuant to Legislative Decree June 8, 2001, no. 231 - Rev. 1	<p>Review and integration of the list of offenses introduced by Legislative Decree 231/01</p> <p>Art. 24 bis Reformed with the introduction of: National cyber security perimeter (Legislative Decree No. 105 of 21 September 2019 converted into law with amendments to Law No. 133 of 18 November 2019)</p> <p>Art. 25 Reformed with the introduction of paragraph 1: Trafficking in illicit influences (Art. 346 bis of the Italian Criminal Code)</p> <p>Art. 25 quater Reformed with the introduction of: Financing of conduct for terrorist purposes (Article 270d.1 Criminal Code) Withdrawal of assets or money subject to seizure (Article 270d.2 Criminal Code) Nuclear terrorism acts (Article 280 ter of the Italian Criminal Code)</p> <p>Art. 25 undecies Repeal of the following offenses: IT system for controlling the traceability of waste (Article 260 bis of Legislative Decree 3 April 2006, no. 152)</p> <p>Art. 25 quaterdecies Fraud in sporting events (Article 1 of the law of 13 December 1989, no. 401) Abusive exercise of gambling or betting activities (Article 1 of the law of 13 December 1989, no. 401)</p>	Approved by the SB on 23.03.2020



	<p><u>Art. 25 quinquiesdecies</u></p> <p>Fraudulent declaration through the use of invoices or other documents for non-existent operations (Article 2 of Legislative Decree 10 March 2000, n. 74)</p> <p>Fraudulent declaration through other instruments (Article 3 of Legislative Decree 10 March 2000, no. 74)</p> <p>Issuing of invoices or other documents for non-existent transactions (Article 8 of Legislative Decree 10 March 2000, no. 74)</p> <p>Concealment or destruction of accounting documents (Article 10 of Legislative Decree 10 March 2000, no. 74)</p> <p>Fraudulent subtraction to pay taxes (Article 11 of Legislative Decree 10 March 2000, no. 74)</p> <p><u>Anti-corruption model</u> Integration of the MOGC with the Corporate Anti-corruption Model, inspired by Law 190/12 and by the ANAC directive No. 1134 of 8 November 2017 for what concerns the activities carried out with the role of public service officer, in the name and on behalf of the Airport Manager. The section dedicated to the prevention of corruption recalls elements of Governance already in place (chapter of the MOGC dedicated to the prevention of corruption included in the Group Code of Ethics - chapter 5) or introduced <i>ad hoc</i>, such as the Group Anti-corruption Policy, in addition to the implementation of the regulatory provisions of Law 179/2017, which introduced the obligation, for companies with a MOGC, to introduce special communication channels ("whistleblowing channels"), which allow to report presumed crimes or irregularities that have become known in the workplace.</p>	
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Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

Table of Contents

I.	LEGISLATIVE DECREE NO. 231/2001	6
II.	BGY INTERNATIONAL SERVICES: THE COMPANY AND ITS CORPORATE GOVERNANCE SYSTEM	9
	1. Corporate set-up	9
	2. Realization and adoption of the Organizational, Management and Control Model under Leg. Decree no. 231/2011	10
III.	MAPPING OF BUSINESS AREAS AT RISK	12
IV.	STRUCTURE, AMENDMENTS AND ADDRESSEES OF THE MODEL	13
	1. Mapping of processes at risk	13
	2. The modifications introduced to the Model	14
	3. Addressees of the Model	16
	4. Interaction of the Organizational, Management and Control Model between the SB and the organizational structure	17
V.	THE CONSTITUTIVE ELEMENTS (SO-CALLED PROTOCOLS) OF THE ORGANISATIONAL, MANAGEMENT AND CONTROL MODEL ADOPTED BY BGY INTERNATIONAL SERVICES	17
	1. The Group's Code of Ethics	18
	2. The corporate hierarchical organizational structure	19
	3. Corporate policies and procedures	20
	4. The proxy and power of attorney system adopted for the exercising of assigned powers	21
	5. Management control system	22
	6. Information to and training of personnel	23
	7. Information and collaboration with partners and external consultants	24
	8. The Disciplinary System	25
	SUPERVISORY BODY UNDER ART. 6 OF THE DECREE - IN ITS CONSTITUENT PROFILES: RESPONSIBILITY, FUNCTIONS AND INFORMATION FLOWS	26
VI.	AND INFORMATION FLOWS	
	1. General principles. Identification of the SB	26
	2. Functions and responsibilities of the SB	28
	3. Information flows	30

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Approved by the Board of Directors on 23 March 2020

I. LEGISLATIVE DECREE NO. 231/2001

Legislative Decree no. 231 (hereinafter the “Decree”) was issued on 8 June 2001 implementing the delegation provided in article 11 of Law no. 300 of 29 September 2000, n. 300 and came into force the following 4 July, with the scope of aligning national legislation with the international conventions on the liability of legal persons that Italy adhered to, these are, specifically, the Brussels Convention on the protection of the European Community financial interests of 26 July 1995, the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, signed in Brussels on 26 May 1997, and the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions of 17 December 1997.

With this Decree, providing the administrative liability of legal persons, companies and associations, including those without legal personality, a formally administrative responsibility regime was introduced for the first time into the Italian legal order (though actually of a criminal nature from many viewpoints, as per the authoritative statements pronounced by the Court of Cassation) and applying to Entities (i.e. companies, associations without legal personality, with the exception of the State, regional or local authorities, other non-economic public bodies, as well as other Entities that carry out constitutional functions) for a series of offences committed in the interest or to the advantage of the entity, by natural persons holding representation, administration or management positions in the Entity or in a financially and functionally autonomous organizational unit belonging to the Entity; and by natural persons who exercise, also de facto, the management and control of the Entity, or by natural persons subject to the management or supervision of one of the above-mentioned persons.

This responsibility is additional to the responsibility of the natural person who actually committed the crime.

The **sanctions envisaged** by the Decree and applicable to the company as a result of the commission (even attempted) of the offences provided by the Decree itself are:

- **financial penalty** (Art. 10) is applied in pro-quota for an amount no less than one hundred and no more than one thousand according to the degree of gravity of the fact and the degree of responsibility of the Entity, in addition to the restorative or reorganization conduct after committing the offence; the amount of a quota ranges from a minimum of Euro 258 to a maximum of Euro 1,549 according to the economic and entity situation of the Company (and seizure as a precautionary measure), which can be increased up to three times when the company is liable in relation to a number of crimes committed with a single act or omission that is committed while carrying out its business activity (art.21);
- **disqualification penalties** (Art. 13) of no less than 3 months and not exceeding two years, which, in turn, may consist in: disqualification from exercising business activities; suspension or revocation of authorisations, licences or permits, related to the committing of the crime; prohibition to contract with the Public Administration; the exclusion from grants, loans, contributions or subsidies and the possible revocation of those already granted; the

prohibition to promote goods and services; final disqualification from exercising the business activities (Art. 16) may be ordered if the body obtains significant profits from the offence and if the body has already been sentenced, at least three times in the last seven years, to temporary disqualification from carrying on the activity;

- **confiscation** (and seizure as cautionary measures) (Art. 19) against the Body whereby the proceeds and profits of the offence are always confiscated from the body, except for a portion which may be returned to an injured party. When it is not possible to effect confiscation, sums of money, assets or other valuable interests equivalent to the proceeds or the profits of the offence may be confiscated.

- **publication of the sentence** (Art. 18) in case of application of a disqualification sanction.

The list of offences

The list of offences that can give rise to corporate responsibility and the application of the above indicated sanctions is provided in Section III of Chapter 1 of the Decree, under the title “Administrative responsibility for offences envisaged by the Criminal Code” (so-called “presumed crimes. At the time of its introduction, Legislative Decree no. 231/2001 only included crimes against the Public Administration or against the patrimony of the Public Administration; however, over the years the administrative responsibility of the Entity has been extended to other types of crimes, listed in Annex 1 “List of Offences pursuant to Legislative Decree no. no. 231/2001”.

The conditions for exemption of responsibility

Legislative Decree 231/01, introducing the above-mentioned regime of responsibilities of the Corporate Bodies, provides the subjective criteria of connection of the crime to the corporate body itself, configuring them in terms of “guilt.” More specifically, in the discipline in question, the “reprimand” issued to the corporate body in relation to the commission of crimes was linked to an “organization offence”, identified with the failure (or non-compliance) to adopt organizational models suitable to prevent the commission of crimes by individuals operating in the name or on behalf of the body.

This approach has been translated by the legislator in anticipation of certain conditions in the presence of which the body is exempt from responsibility, and which are differentiated depending on whether the offence was committed by “subordinates” or “top managers.”

Making reference to the crimes committed by subjects in a “top management” position, art. 6 paragraph 1 of the Decree defines an inversion of the burden of proof, establishing that, in such cases, the body is not liable if it proves that:

- a. the executive management body has adopted and effectively implemented organizational and management models which aim to prevent the crime in question, before the offence was committed;
- b. the task of monitoring the effectiveness of and the compliance with models, as well as ensuring relative updating has been appointed by the company to ensure that the models are implemented and complied with, in collaboration with the corporate Internal Auditing division;

- c. the persons who committed the intentional offence acted fraudulently evading the aforementioned organizational and management models, i.e. only through the intentional act, for example through artifices or deception, of the set of preventive measures drawn up by the body; or, the perpetrators of the crime committed it despite their strict compliance of the supervisory obligations envisaged by the Decree on the part of the Supervisory Body;
- d. there has been no omission or insufficient oversight on the part of the organization referred to in subparagraph b).
- e. The mere adoption of the Model by the Entity is not a sufficient measure to determine the exemption of the responsibility of the Entity as the Model must be effective and efficient.

As for the efficacy of art. 6 paragraph 2 of the Decree therefore provides the essential characteristics that the above mentioned "Organizational, Management and Control Model" (hereinafter the "Model" and/or "O.M.C.M.") must have so as to achieve the objective of minimizing the risk of crimes being committed within the company. To such purposes, the Model must, in particular:

- identify "the activities which may give rise to the offences listed";
- provide for "specific direct protocols and schedule training and implementation of decisions by the body regarding offences to be prevented";
- identify "financial management procedures suitable for preventing the offences must be identified";
- impose "information obligations on the Supervisory Body appointed to monitor the adequacy and compliance with the Models";

The characteristic of the efficiency of the Model is, however, linked to its effective implementation which, pursuant to Article 7, paragraph 4, requires:

- a regular audit and, where appropriate, amendments to same when significant breaches of rules are discovered or otherwise when changes are made to the organisation or the activity (updating of the Model);
- introduce a new disciplinary system to punish any failure to comply with the measures set out in the model.

On 29 December 2017 new provisions came into force as envisaged by Law no. 179 of 30 November 2017 - "Provisions for the protection of those reporting crimes or irregularities they became aware of within the context of a public or private employment relationship" with which an information system (so-called whistle-blowing) has been introduced to allow reports to be submitted by persons in top management positions and those subject to the supervision of the same, which is able to guarantee the confidentiality of the reporting party and contains the prohibition of acts of retaliation or discriminatory measures against the reporting party.

BGY INTERNATIONAL SERVICES S.p.A. (henceforth, "BIS" or the "Company") has felt the need to adopt all necessary and appropriate measures aimed at adapting its internal organizational structure to the provisions of the Decree, drawing up the Organisational, Management and Control Model pursuant to art. 6 of the same Decree, of which this document provides a summary of its contents.



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

II. BGY INTERNATIONAL SERVICES: THE COMPANY AND ITS CORPORATE GOVERNANCE SYSTEM

The Company's corporate governance system is currently organized as follows:

- Board of Directors: the Board of Directors is vested with all powers for the ordinary and extraordinary administration of the company, and is empowered to perform all actions it deems necessary or useful in order to implement and achieve the company's business purpose, except those reserved to shareholder decisions by Law or these Articles of Association or prior written consent of the corporate bodies.
- Control Body: corporate managements is controlled by a Sole Statutory Auditor.
- Legal Auditing: accounting audits are performed by the audit firm duly enrolled in the Register of the Ministry of Justice.

Given the lean structure of the Company aimed at maintaining maximum operational efficiency, part of its operations is outsourced to Sacbo Spa, which guarantees support based on service contracts in the following areas:

- administrative services;
- procurement and tender contract management services, insurance services;
- workplace prevention and protection service (P.P.S.)
- quality service and User relations;
- Head hunting and recruitment services, HR Administration services;
- Legal and Corporate Services;
- Environmental Services;
- I.T systems;
- Internal Audit.

The Company's corporate governance system now includes the Model and the Procedures put in place to prevent the offences envisaged by the Decree.

1. Corporate set-up

Bgy International Services is a company operating in the handling sector at Orio al Serio Bergamo airport.

The business purpose is the supply in Italy and abroad - within the context of airports open to civil air traffic - of ground handling services to passengers, freight and air carriers and all activities connected to or complementary to air traffic.

The ground handling services included in the business purpose, and subject to the regime set out in Annex A of Legislative Decree No. 18 of 13 January 1999,

Given that the Directive 96/67/EC of the European Council of 15 October 1996, concerning access to the market of ground handling services in Community airports, incorporated into

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Approved by the Board of Directors on 23 March 2020



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

national law by Legislative Decree no. 18/1999, which requires the separation of accounts between activities related to airport management and ground handling activities, for airports that exceed a certain volume of passenger or freight traffic.

The Community legislation (Directive 96/67/EC) and the national transposition law (Legislative Decree 18/99) state that these ground handling activities, if performed by an airport manager, take place in conditions of economic self-sufficiency, i.e. it is not permitted for the profits of the airport management activities to offset the losses of the handling activities.

In 2011 the European Commission adopted the “Better Airports” package; this package includes the proposal to revise the rules on ground handling and in particular provides proposals on how to enhance the quality and efficiency of ground handling services in airports, including the legal separation of ground handling activities and airport management activities.

In addition to the above, the Italian law brought into force by the Italian Competition Authority - Legislative Decree no. 287/90- article 8 paragraph 2 bis provides that companies that benefit from special or exclusive rights that give rise to monopoly conditions, for the hypothesis in which “they intend to carry out activities in markets other than those in which they operate” in monopoly conditions, they will have to operate “through separate legal entities”.

On 16 December 2016, Sacbo established a new company, 100% owned by Sacbo, becoming the business unit to which all ground “handling” activities are transferred.

2. Realization and adoption of the Organizational, Management and Control Model under Legislative Decree no. 231/2001

Within the context of Corporate Groups, each group enterprise, as individual addressees of the precepts of Decree 231, is called upon to independently put in place and review its own organizational Model.

The adoption by each group enterprise of its own independent Model determines two fundamental consequences:

- it makes it possible to put in place a Model that is tailored to suit the different requirements of each individual enterprise;
- it confirms the autonomy of the individual operating unit of the group and, therefore, reduces the risk of responsibility being charged to the parent company.

BGY INTERNATIONAL SERVICES has been operating since 1 January 2017 following the spin-off from the Sacbo Spa Group company, in line with the provisions of the Decree, with the Confindustria Guidelines and with the guidelines of the law in force, and launched an internal project aimed to adopt an Organizational, Management and Control Model for the Company and to ensure compliance with the requirements of the Decree.

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Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

The project in question, approved on 7 April 2017 by resolution of the Board of Directors, was completed and approved on 27 March 2018.

In order to implement the project, BGY INTERNATIONAL SERVICES created a work team coordinated by the Company's CEO.

The project was logically divided into two segments:

- the first, which has as a specific objective of the formalization of the Model, as required by Article 6.1, paragraph (a) of the Decree. To this purpose the company established a mapping of business areas at risk of crime, to assess the degree of adequacy of existing protocols to prevent and reduce this risk and, based on the above, to focus on the identification and implementation of the improvement measures deemed necessary;
- the second, aimed at establishing the Supervisory Body, pursuant to Article 6.1, letter (b) of the Decree.

To these purposes, once the organizational requirements necessary to ensure the proper functioning of this Body (autonomy, independence, professionalism and continuity of action) which by choice is of a monocratic set-up, had been identified, the first step included the identification of the internal figure that best complied with the same, the formalisation of relative assigning of responsibilities, and therefore the definition of the *modus operandi* to be adopted by the same (for further details, see chapter VI).



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

III. MAPPING OF BUSINESS AREAS AT RISK

Consistent with the provisions of article 6.2, paragraph (a) of the Decree, BGY INTERNATIONAL SERVICES drew up a mapping of the business areas at risk of commission of criminal offences (so-called "Sensitive Activities").

The objective of this phase was the analysis of the corporate setup, to check where (in which corporate areas/departments) according to the modality and presumed level of risk, the acts can be committed which refer to the criminal offences envisaged by the Decree.

The result of this verification used to draw up a list of activities that, solely on the basis of their specific content, are more exposed to the potential risk of the offences covered by the Decree.

Internal controls were put into place with a subsequent and specific analysis, which estimated for individual assets if the level of prevention protocols (procedures, operating instructions etc.) and internal controls were adequate to the corresponding level of risk, as identified in the previous phase, and where applicable, which corrective actions were to be put in place to ensure the prevention of illegal conduct.

The individual offences envisaged by the Decree were contemplated when processing the mapping. Each offence was linked to the corporate processes where, in theory, commission of such acts could take place.

To ensure this activity was drawn up with the appropriate level of detail and the correct adjustment to the business situation of BGY INTERNATIONAL SERVICES, Corporate Managers were involved in the identification of sensitive activities, who - after a presentation of the content and scope of the new legislation - were asked to indicate in detail which activities, including those of their respective competence, are considered potentially exposed to the risk of commission of criminal illegal acts.

The mapping of the Sensitive Activities thus obtained is naturally to be interpreted as an evolving complex, as it is impossible to rule out any further extensions of the area of application of the Decree, as well as organizational changes within BGY INTERNATIONAL SERVICES, the occurrence of which may lead to a variation of the areas potentially exposed to the risk of committing the crime.



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

IV. STRUCTURE, AMENDMENTS AND ADDRESSEES OF THE MODEL

The Organizational, Management and Control Model envisaged by Legislative Decree 231/2001, generally consists of:

- this General Section;
- the Mapping of processes at risk.

1. Mapping of processes at risk

Mapping of processes at risk comprises the direct evolution and conclusion of the General Section. The two sections represent a unicum composed of complementary and essential elements.

The Mapping of the processes at risk aims to develop and analyze what has already been outlined in the General Part of the Model, hence constituting a natural continuation of the same. Once the principles and general rules on which the Model is based have been defined, it is necessary to add the detailed aspects of the same according to the ground handling activities actually carried out by BGY INTERNATIONAL SERVICES. To start with, the Mapping of processes at risk, with its procedures and control systems, dictates the rules of conduct that the Recipients must follow in compliance with the provisions of the Decree in order to prevent the occurrence of the crimes referred to therein.

In particular, in the sensitive areas identified, the Mapping of processes at risk aims to:

- indicate, both in principle and analytically, the rules and protocols that the Recipients are called upon to observe for the correct application of the Model within the specific management area concerned. The law in force requires a degree of proceduralisation of the Entity's activity which is directly proportional to the risk of crime in a given area; consequently, the greater the risk of crimes and offences being committed, the more accurate the activity put in place to divide and individualize the Entity in that sector of activity. In compliance with the most recent dictates of the case law, the Mapping of the processes at risk started with a preliminary analysis of the details regarding corporate management and organization, with indication of the individual processes and the individual functions; it then proceeded to individualize the necessary behavioral duties applicable to every person who works in a specific sector of the Company;
- to outline for each risk area the specific control and supervision obligations assigned to the SB;
- to provide the Supervisory Board, and the Managers of the various departments who cooperate with the same, the operational tools required to exercise the necessary control, monitoring and verification activities.



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

2. The modifications introduced to the Model

The Organizational, Management and Control Model envisaged by Legislative Decree 231/2001 was adopted by resolution of the Board of Directors on 27.03.2018 and subsequently amended by resolutions of the Board of Directors of 23.03.2020 (as indicated in the Document Status). Any change or substantial modification to this Model must be approved by the BGY International Services Srl Board of Directors.

Based on the company's organizational system and the existing powers, the competent corporate functions shall define and update the individual components of the Model, supported, where necessary, by the Supervisory Body, to guarantee an overall vision of governance.

Creation of the MOGC 231 special section dedicated to the prevention of corruption

In carrying out its business, BGY International Services Srl is inspired by principles of ethics and integrity, by performing its business activities on a best efforts basis, with utmost honesty, collaboration, loyalty and professional accuracy; in compliance with laws, guidelines and anti-corruption standards, and in line with the strategic significance of the business sector and the legal and social environment in which it operates.

Since the implementation of the Management Organization and Control Model pursuant to Legislative Decree 231/01, BGY International Services Srl has mapped and analyzed the applicability of the offences relate to corruption matters in the interest or advantage of the Company, by structuring information flows addressed to the SB aimed at monitoring, specifically, all those financial transactions typically attributable to corruptive actions.

The new ANAC Guidelines no. 1134 approved on 21.11.2017 transposing the new regulations regarding the prevention of corruption and transparency by companies and private law entities controlled, wholly or partially, by public administrations and public economic bodies has indirectly involved BGY International Services Srl in relation to all those activities carried out in the name of the Parent Company SACBO SpA, a publicly owned company, in which BGY International Services Srl is in charge of a public service.

In order to cope with these regulatory changes, BGY International Services Srl has adapted its Organization, Management and Control Model pursuant to Legislative Decree 231/01, integrating within it a dedicated "special section", with organizational and management measures suitable to prevent, in the activities that are carried out, further corruptions to the detriment of the Company and the public administration, in accordance with the principles set forth in the anti-corruption law.

The Anti-corruption Model

In order to best pursue the general objectives to which the Parent Company draws inspiration on the issue of corruption prevention, BGY International Services Srl has voluntarily adopted an Anti-corruption Model, strengthening its prevention and governance system, creating a "Special Section" inside the Management Organization and Control Model (MOGC), pursuant to Legislative Decree 231/2001. This initiative was taken in the belief that such a Model, effectively implemented and monitored, could constitute a valid instrument for raising awareness of

employees and external collaborators belonging to the organization, reducing the possibility of the occurrence of corrupt behaviors.

The Anti-Corruption Model is currently composed of the following elements:

➤ The Group Code of Ethics

The Code of Ethics includes a chapter (n ° 5) dedicated to the Anti-corruption Law, which consists of two paragraphs:

- ❖ 5.1 - Relations with State, Public Administrations, Supervisory Authorities and private individuals
- ❖ 5.2 - Corporate Activities and Related Offenses

➤ Anticorruption Policy of the Group

The Anticorruption Policy is a Group document, approved by the Board of Directors of SACBO SpA in July 2018 and by the Board of Directors of BGYIS in October 2018.

The Companies of the Group, committed to preventing the occurrence of offences in the performance of its activities, countering any possible onset, collect, in a comprehensive framework, the rules for preventing and combating corruption, by drawing up a dedicated Anti-Corruption Model to raise awareness of the prevention of corruption and by committing itself to carrying out the Model efficiently and to update it continuously.

Subjects who act in the name of and on behalf of the Companies of the Group should be aware of incurring in offences punishable in criminal, administrative, and disciplinary terms, in case of corruptive behaviors and breach of the anti-corruptive Laws, with requirements, for all the business partners, to comply with the applicable laws through the use of contractual clauses entitling the Companies to the termination of the contract, without prejudice to any further compensation, if the third party is involved in breaches and offenses pursuant to Legislative Decree 231/01.

➤ Whistleblowing Procedure of the Group

Law no. 179 of 30 November 2017 - "Provisions for the protection of those reporting crimes or irregularities they became aware of within the context of a public or private employment relationship" introduced the concept of reporting illegal conduct within the context of the private sector, by modifying art. 6 of Legislative Decree 231/01 and providing for the establishment of special reporting channels through which employees can report, without fear of acts of retaliation or discrimination, any wrongdoings and violations committed within the company and within the scope of one's relative employment relationship.

The Companies of the Group, in complying with the provisions of the law, have put in place two speak up channels, one based on IT methods (IT platform) and one using paper-based methods (post office box) and have also issued a whistleblowing procedure with the aim of providing the whistleblower with clear operational information about the object, contents, recipients and methods of whistleblowing, as well as the measure to protect the whistleblower's identity.



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

➤ Training, information, awareness and empowerment of internal collaborators and all third parties having relations with the Companies of the Group

- ❖ Training provided to all employees regards the whistleblowing procedure and information for sending reports of illegal conduct, through the new IT platform
- ❖ Information addressed to all the commercial partners of the Company was disseminated through specific information notices disclosing the presence of the two whistleblowing channels for reporting illegal conduct, as well as through the updating of the contractual clause 231, that includes the regulatory changes referred to whistleblowing.

The internal collaborators of the Companies of the Group will be trained through an e-learning course that contemplates all the elements currently still in the implementation phase of the BGYIS Anti-corruption Model, such as the definition of a specific Anti-corruption Procedure, the identification of the offenses and risk analysis applicable to the Company, with the relative identification of specific measures in the field of prevention of corruption.

Anti-corruption Officer

Considering the evolution of the legislation on the prevention of corruption and the approach already adopted by the Parent Company SACBO SpA, BGYIS has adopted the Anti-Corruption Policy, reporting the course of action that the SACBO Group intends to take on the subject of Anti-corruption, and, whilst not required to appoint it, deems it appropriate to introduce the "Anti-corruption Officer" as the subject who has to ensure the functioning of the prevention system, attributing to this role functions such as collaborating with the Internal Auditing and the BGYIS Supervisory Body, for the application of the regulatory framework and its evolutions regarding prevention of corruption, and managing the whistleblowing channel, participating in the Whistleblowing Committee, for the examination of the relevant reports.

3. Model Recipients

The discipline presented herein is applicable to all company stakeholders involved, de facto or otherwise, in the BGY INTERNATIONAL SERVICES activities at risk according to Leg. Decree 231/01, in detail:

- The members of the Board of Directors, Supervisory Body, Sole Auditor, Group Ethics Committee, entities operating for the appointed audit firm;
- BGY INTERNATIONAL SERVICES directors and employees;
- All third parties who directly or indirectly, permanently or temporarily, carry out work activities with BGY INTERNATIONAL SERVICES (project collaborators, interns....)

External collaborators, suppliers, consultants, and any commercial partners of BGY INTERNATIONAL SERVICES are required to comply with the provisions of Legislative Decree 231/01 and the ethical principles adopted and disclosed in the Group Code of Ethics (Attachment no. 2) also with the signing of specific contractual clauses, which allow the



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

company, in the event of non-compliance, to unilaterally terminate the stipulated contracts and claim compensation for any damages suffered.

The Model is shared with the Management of the relative "risk areas", who undertake to inform their collaborators of the purposes and objectives of the same.

BGY INTERNATIONAL SERVICES undertakes to facilitate and promote knowledge of the Model by its recipients, their constructive contribution to its contents, and to put in place every possible means to ensure the full and effective implementation of the same.

Any behavior contrary to the letter and spirit of this document shall be punished in compliance with the provisions of the Disciplinary Regulation 231/01.

4. Interaction of the Organizational, Management and Control Model between the SB and the organizational set-up

The Mapping technical tool is used to identify the sensitive processes with respect to the list of offences, with the relative prevention protocols, which make it possible to contain the exposure to the risk of the commission of potential crimes by the organizational structure.

On a regular basis, the SB formally communicates to each manager of the individual company departments involved in "sensitive" processes, pursuant to Legislative Decree 231/01 (so-called 231 key roles) the risk/offence sheets to the extent of their duties, to acquire formal acceptance of the same or integration proposals relating to the applied prevention protocols or changes to the perimeter of sensitive activities.

V. THE CONSTITUTIVE ELEMENTS (SO-CALLED PROTOCOLS) OF THE ORGANISATIONAL, MANAGEMENT AND CONTROL MODEL ADOPTED BY BGY INTERNATIONAL SERVICES

In accordance with the spirit of the Law, BGY INTERNATIONAL SERVICES considers its "Organizational Management and Control Model" as a set of protocols which, when implemented and put in place are *"focused on planning the training and implementation of the decisions of the entity regarding the offences to be prevented"*.

The Organizational Management and Control Model components, which must be implemented at a corporate level to guarantee the effectiveness of the Model itself, are:

1. The Group's Code of Ethics;
2. The corporate hierarchical organizational structure;
3. Corporate policies and procedures;
4. The system of proxies and powers of attorney adopted for the exercising of assigned powers;
5. The management control system;
6. Information to and training of personnel;
7. Information and collaboration with partners and external consultants;
8. The Disciplinary System.

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Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

In the following paragraphs the characteristics and purposes of such protocols we will be set out in detail.

1. The Group's Code of Ethics

BGY INTERNATIONAL SERVICES is firmly committed to promoting high levels of quality - in the ethical sense - concerning the management of its activities, as it is convinced that acting properly is in its interests and, in any case, a moral duty.

With this purpose in mind, BGY INTERNATIONAL SERVICES took steps To draw up and publish its own Code of Ethics, formally approved by the Board of Directors on 27 March 2018, which illustrates the main strategies and rules of conduct adopted by the company so as to run its business activities in a manner that is correct from an ethical as well as legal viewpoint.

In particular, the main contents of the Group Code of Ethics are:

- Moral values inspiring the Group's business activities;
- Work conduct;
- Business conduct;
- Conflicts of interest policy;
- Corporate measures applicable in cases of non-compliance with the rules;
- Anti-corruption legislation;
- Environmental protection and policy;
- Penalties;
- Intercompany Relations.

The Group Code of Ethics is binding on all Group employees, along with all its customers and suppliers, which are obliged to acknowledge the contents and to comply with the regulations therein.

In order to ensure timely dissemination of the contents of the Code, BGY INTERNATIONAL SERVICES has decided to:

- upload it to the corporate website (also in English) to make it accessible to all third-parties;
- provide instructions to all employees by means of an e-learning technology-based instrument.

Compliance of third parties (non-employees) with the Group Code of Ethics and the principles contained therein is ensured by the inclusion of specific clauses in contracts regulating the partnership or other form of relationship established with BGY INTERNATIONAL SERVICES.

The Group has set up the "Ethics Committee", members of which are indicated in the Group Code of Ethics, the purpose of which being to ensure the observance and compliance with the same and provide their relative interpretation.

The Group Code of Ethics addressees can contact the Ethics Committee using one of the two channels implemented: an IT platform, reachable by the link milianbergamoairport.segnalazioni.net or sending a paper report to the [post office box no. 2 at the post office located in Orio al Serio](#).



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

More specifically, the corporate activities assigned to the Group Ethics Committee are to:

- distribute the Code to Group employees, customers, suppliers, and in general to all interested parties with the utmost diligence and incisiveness;
- manage, implement, examine and verify the regulatory framework on which the Code is based in order to adapt it to any evolutions of the laws in force;
- provide operational support for the interpretation, implementation and evaluation of the Code, as an ongoing reference tool for the proper conduct to adopt during the course of its business activities;
- check, monitor and evaluate the cases of breach of the Group Code of Ethics, ensuring, in the case of infringements, the adoption of appropriate measures, in cooperation with the competent corporate functions of the respective Group enterprises, in accordance with the laws, regulations and national collective bargaining agreement in force;
- protect and assist employees who report conduct that fails to conform with the Code, protecting them against pressure, interference, intimidation and retaliation;
- report any abnormal situations to the competent corporate functions in order to take the necessary corrective measures;
- draw up an annual report to be presented to the Board of Directors on the aspects covered by the Group Code of Ethics, illustrating the plans and initiatives undertaken to achieve its institutional goals.

2. The corporate hierarchical organizational structure

BGY INTERNATIONAL SERVICES has a hierarchical organizational structure which allows the clear definition of:

1. assigning of responsibilities;
2. content of the individual positions (Job Descriptions), referring to function managers;
3. dependence and reporting lines.

To such purposes, all business information is kept systematically ordered and represented in organizational charts updated to the latest allocations of functions and organizational changes. The organizational charts define the various areas of business activities of the individual functions, the names of those in charge of each area and their hierarchical reporting lines.

Defining the organizational structure and hierarchical reporting lines maintenance, guarantees the maintaining of a system that, in addition to ensuring the efficiency and control over the activities and the heads of those at the various levels of responsibility, provides adequate distinction of functions.

The guiding principle of the organizational structure provides, in fact, that, invariably, the same process/ activity is guaranteed a collaborative contribution by different functions and/or hierarchical levels, so as to ensure the constant possibility to conduct cross-checks on relative operations.

To complete the organizational charts, and the precise aim of clearly defining the contents of the different functions, the organizational chart is accompanied by job descriptions - for managers of all business functions - in which the duties and responsibilities of the individual positions are specified.

In order to facilitate a clear assignment and knowledge of the responsibility levels, for its key processes BGY INTERNATIONAL SERVICES also relies on the use of IT systems whose logic incorporates the division of the role and responsibilities envisaged by the organizational structure. These IT systems have specific direct access architectures configured to ensure that certain activities can only be carried out by resources specifically authorized to perform the same.

3. Corporate policies and procedures

BGY INTERNATIONAL SERVICES pursues the aim of providing all its employees with a clear reference framework on the conduct to uphold in performing their work activities and the constraints to be observed.

Functionally to this purpose, the company ensures the processing of internal procedures, bearing in mind the need to ensure:

1. licit and ethical conduct;
2. compliance of the activities to the institutional objectives of the company;
3. compliance of the activities to the institutional framework in place;
4. clarity on the contents of the business and the related assigning of responsibilities;
5. adequate segregation of responsibilities, so that there is always, in fact, a cross-check of a plurality of subjects on each activity;
6. adequate controls during the different phases of activity, aimed at ensuring consistency between the actual act performed and that required by the internal rules;
7. traceability of activities, so adequate historical and supporting documentation remain for every job performed.

In this respect, particular attention was dedicated to the appropriate formalizing of procedures for the entire procurement process (Passive Cycle) which, for its typical content, is among those at highest risk pursuant to the Decree.

More specifically, the procedural flow has been designed so as to guarantee, as the main moments of internal control:

1. the compliance of individual purchase transactions with the forecasts of the economic budget or in any case authorized;
2. the distinct organizational separation between the functions requesting the purchase, the function responsible for selecting the supplier and the function authorized to effect payments;
3. the inability to effect payments until the default authorization procedure has been properly completed.

In order to ensure the maintenance and continuous improvement of its procedural system, BGY INTERNATIONAL SERVICES has also formalized internal responsibilities regarding the processing and updating of the procedural framework. In particular, the corporate “function charts” require that the individual function heads shall ensure the processing and updating - as well as the internal distribution - of the operating instructions relating to the processes of their respective competence.

In many cases, the appropriate formalizing of procedures for the activities is also guaranteed by the logic of the IT systems used in the company, which incorporate the process flows and the relative assigning of responsibilities, compliance with which is mandatory in such cases.

In fact, each of these systems, though with different levels of detail, contains:

- process flows that oblige users to follow the sequence of procedural steps pursuant to the use of management systems that comply with what required by the internal regulation;
- user security profiles, to access and use the system, allowing users to only perform the individual activities assigned according to the designated resources.

4. The proxy and power of attorney system adopted for the exercising of assigned powers

In order to ensure the effective performance of its operating activities, BGY INTERNATIONAL SERVICES has assigned authorization powers to certain individuals (so-called proxies conferring the power to internally authorize spending initiatives), as well as proxies to perform the delegated powers (hereinafter the proxy).

In particular, BGY INTERNATIONAL SERVICES, consistently with the redefinition of the organizational structure related to corporate events, has put in place an update and improvement of the proxy and power of attorney system, jointly pursuing the objectives bringing it into line with the organizational philosophies and strengthen its efficacy in terms of internal control.

In addition to being fully compliant with the legal requirements applicable to the statutory regulations in force, the system strengthens the overall efficacy of the internal control tools adopted by BGY INTERNATIONAL SERVICES, containing constraints which are:

- Qualitative: each subject recipient of proxies or powers of attorney currently has the opportunity to exercise the same exclusively in the functional areas of individual competence;
- Quantitative: these specify the maximum amounts within which proxies and powers of attorney may be exercised, with a definition of these thresholds differentiated for the individual functions/departments, according to specific business requirements. On exceeded these thresholds, the signing/approval power is assigned to top senior management depending on the amounts and types of expenditure.

In order to maximize the possibility of coordination and control, the proxies and signing powers have been granted to senior management.

5. Management control system

BGY INTERNATIONAL SERVICES pursues to ensure the ongoing compliance of the activities carried out by the entire organisational structure with the strategic goals of the company. The Management Control System pursues this goal by acting simultaneously on the following activities:

- planning and finalising of the budget;
- gathering of year-to-date figures;
- analysis of any deviances from the forecasts in the budget.

5.1 Planning and budgeting phase

This is the phase in which BGY INTERNATIONAL SERVICES provides a clear, systematic and precise definition of all the resources available to individual business functions and the perimeter within which such resources can be used.

During the realization of this phase, BGY INTERNATIONAL SERVICES paid great attention to creating a modus operandi that ensures concurrence of all business functions in the definition of available resources and spending areas. It consists of a procedural flow of communications initially by the Planning and Control function which will then follow on, based on the traffic data collected from the entire organizational structure. The collected data are used as the first step in the processing of a draft of the annual budget. The above draft, already shared with Chair and the Chief Executive Officer, is presented in fine detail to the Board of Directors for approval. An economic report is submitted to the attention of the Board of Directors with the analysis of any deviations and a possible update of the economic forecasts in the event that significant deviations from the forecasts have occurred.

5.2 Year-to-date reporting phase

This is the phase during which BGY INTERNATIONAL SERVICES monitor the economic performance of the company, noting any deviations from the budget and analyses relative causes, in addition to reporting the results of the evaluations to the appropriate hierarchical levels for the necessary adjustment measures. In particular, during the periodic processing of the income statement (quarterly or year-end) or upon specific request, the Parent Company Planning and Management Control function, according to the services, shall communicate all information concerning possible economic variances detected therein to the person in charge of the corporate area involved and, with an appropriate level of synthesis, to the company's top management (Chair, CEO and Board of Directors).

This activity, in addition to being a managerial tool, ensures the correspondence of actual activities compared to those planned and approved at the beginning of the year. The Management Control area also conducts other controls on operating procedures outside the jurisdiction of the Planning and Management Control function and put into place by the other company functions (e.g.: authorizations for the launching of initiatives, authorizations for payment in respect of the passive cycle procedure and existing proxies, verification of compliance with the proxy and signing powers by the Internal Auditing team, feedback and

balancing of accounts by the Administration and Finance area, etc.) inherent to the individual business processes. From the above it is possible to state that:

- the current Management Control system is structured to provide sufficient guarantees concerning the systematic nature of the controls applied and the achievement of business objectives;
- the cascade process as structured today, starting from the overall annual budget to add the details on the individual functions/departments to the budget, is able to minimize the risk of initiatives that are not in line with the overall objectives of the company;
- the presence of centralized functions, supporting individual departments/ functions during the processing and control phases of the plan and the budget, ensures the homogeneity of approach and the uniqueness of the “vocabulary” among the various organizational entities of BGY INTERNATIONAL SERVICES;
- the systematic recording of any change in the year-to-date data compared to the budget, and the presence of formalized reporting flows on such phenomena at hierarchical levels, is able to verify consistency of year-to-date behaviors with those planned and approved at the beginning of the year.

6. Information to and training of personnel

BGY INTERNATIONAL SERVICES's aims to ensure proper and complete knowledge to its resources (already hired or to be hired in the future), concerning the contents of the Model and, more generally, of the values and code of ethics which are to act as an inspiration to all company personnel, along with the *modus operandi* applicable to the specific activities to be carried out. The company is convinced that training on corporate ethics (intending the set of activities that, over time, develop and adapt the ability to recognize, analyze and solve ethical problems at an organizational level implementing economic, philosophical and juridical concepts) represents an essential factor for communicating and sharing ideas concerning the requirements and principles of the Model, as well as to facilitate the introduction of the various instruments of social and ethical corporate accountability in all areas where the same are not yet present.

In this perspective, some time ago BGY INTERNATIONAL SERVICES planned an organizational system on personnel communication and training that includes:

- a diffused responsibility, assigned to individual corporate functions, to ensure the proper circulation of relevant information and the provision of the training required within such areas;
- training interventions of both a general and specific nature and interest on subjects relating to corporate and criminal liability of the departments, according to the position held within the company.

A specific activity appointed to the Supervisory Body is that of boosting awareness and sense of responsibility, implementing information and training methods, throughout the entire



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

organizational structure on the contents of Decree 231/01, on the relative corporate impacts, as well as the related code of conduct and behavior referring to sensitive roles.

More specifically, the contents and the modalities of the personnel training plan pursuant to the requirements of the Decree are illustrated below.

6.1 Initial communication

The adoption of the Model is made known to all BGY INTERNATIONAL SERVICES employees, including function heads with the distribution of a “Circular Letter on Decree 231” as part of the documents included in the “starter kit” distributed by Human Resources to all new employees. The document illustrates, by way of example, some of the offences and crimes contemplated by the catalogue 231/01.

This Model is published and can be freely consulted on the Corporate website (<http://www.bgyinternationalservices.com>)

Each new Director or Auditor shall sign a declaration of knowledge of the contents and compliance with the principles of the Model.

6.2 Employee communication and training plan

BGY INTERNATIONAL SERVICES employees benefit from a communication and training plan which is adapted to suit the different job descriptions within the company; it foresees a different level of detail and different implementation methods in relation to the various degree of risk of committing the potential offence in relation to the organisational role or other responsibilities assigned regarding Sensitive Activities.

In particular, this employee communication and training plan is structured to respond to the demands on two different levels:

- for newly hired staff, specific information contained in the “starter kit” attached to the letter of employment and, if the job role is identified as sensitive for the purposes of the decree, a seminar which aims to provide the necessary awareness and knowledge based on the legal framework of the Decree, and to the principles and contents of the Model;
- meeting organized by the SB, for the purposes of the decree, aimed at providing the necessary updates on the implementation of the Model, on any critical issues that may have emerged, on the work envisaged by the SB, and any interventions to be put in place by the same.

7. Information and collaboration with partners and external consultants

BGY INTERNATIONAL SERVICES promotes the knowledge of and compliance with the Model also among its commercial and financial partners, independent consultants, co-workers in general, customers and suppliers and, more generally all those engaging in business dealings with the Company.



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

To this purpose, BGY INTERNATIONAL SERVICES foresees:

- to include in each contract a precise and specific clause which expressly provides for the commitment of the third party to comply with the reference principles of the Model, and the possible termination of the relationship (in addition to compensation for further damages) in the event of conduct by the third party which is contrary to the code of conduct required by this Model and can result in the risk of committing an offence sanctioned by the Decree;
- the sending, where appropriate, of updates via email.
- publication of the General Section of the O.M.C.M. and the Group Code of Ethics in the Corporate Governance area of the corporate website.

8. The Disciplinary System

BGY INTERNATIONAL SERVICES fully acknowledges that the qualifying and essential aspect of drawing up the Model is the development of an adequate Disciplinary System capable of addressing the breaches of the code of conduct and the internal protocols implemented to prevent the offences envisaged by the Decree from being committed (Annex 3).

Article 6, paragraph 2, letter e) and article 7, paragraph 4, letter b) of Legislative Decree 231/2001 establish the need for a “disciplinary system to inflict sanctions on those who fail to comply with the measures indicated in the Model.

The disciplinary system, as an integral part of the Organizational Management and Control Model (O.M.C.M.) resolved by BGY INTERNATIONAL SERVICES SpA., by resolution of the Board of Directors on 27 March 2018, is applied in compliance with current regulations, firstly with those envisaged by collective bargaining, as it can not be considered a substitute, but rather complementary to the legal or regulatory provisions in force.

It has in fact been drawn up according to the provisions set forth in articles 2014, 2105, 2106, 2118 and 2119 of the Italian Civil Code, of Law no. 300/1970 (the so-called “Workers Statute”), of Law 604/1966 (Individual dismissal regulations and subsequent amendments) and the current national Collective Bargaining Agreement for air transport sectors - general section and specific Handler section and the Disciplinary System. The Disciplinary System is modulated according to the category of classification of the Recipients, and the possible autonomous or para-subordinate nature of the relationship between the Recipients themselves and the Company.

The Disciplinary System integrates, for what is not specifically envisaged and limited to the cases contemplated herein, the Collective Bargaining Agreement for the air transport sector - general section and specific Handler section - with regard to work relations with internal collaborators.

The provisions contained in the attached Disciplinary System do not preclude the right to exercise all rights, including those of disputing or objecting against the disciplinary measure recognized by law or the System, as well as collective bargaining and/or company rules and regulations.

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Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

The System targets individuals within the Company, with particular reference to those who actually exercise management or control duties, therefore the members of the administrative and control bodies.

Pursuant to the combined requirement of arts. 6 par. 2 letter e) and art. 7 par. 4 letter b) of Legislative Decree no. 231 of 2001, the punishment envisaged by Disciplinary System only apply to disciplinary offences related to the breach of the O.M.C.M. and/or the Group Code of Ethics, an integral part of the same within the limits and according to what established therein.

VI. SUPERVISORY BODY UNDER ART. 6 OF THE DECREE - IN ITS CONSTITUENT PROFILES: RESPONSIBILITY, FUNCTIONS AND INFORMATION FLOWS

1. General principles. Identification of the SB

According to what envisaged by art. 6 par. 1 letter (b) of the Decree, the entity can be deemed exempt from responsibilities envisaged therein if it has formed a Supervisory Body within the company which is granted independent monitoring and surveillance powers, has been appointed to supervise the functioning of and compliance with the Model and perform all relative updates."

BGY INTERNATIONAL SERVICES, in compliance with the above, and given the current structure of the Company passed a Board of Director resolution on 27 March 2018 creating, within its organizational structure, a Supervisory Body (hereinafter "SB"), appointed the specific responsibility of monitoring the functioning and compliance with the Model, and conduct all updates as required. At the same time, the monocratic set-up was selected as the preferred organizational option.

The SB shall act independently and is not placed in a position subordinate to the corporate bodies. Despite the ongoing dialogue with the various business functions, the SB operates independently and free from any outside influence. In particular, the requisites envisaged by the regulation are:

- **Autonomy and independence:** such requirements of autonomy and independence are essential for the SB not to be directly involved in the management activities subject to its control (hence with no operational duties) and in a position of impartiality with respect to those whose activities it is called upon to supervise, and only reports directly to senior management in carrying out its duties;
- **Professional conduct:** The SB must internally possess the technical-professional skills required to adequately carry out the functions it is called upon to perform, and in addition to its independence, ensure its impartiality of judgement;
- **High continuity of action:** the SB must constantly operate in order to monitor the application of the Model, having the necessary powers of investigation.

The SB must be appointed with a Board of Director decision. The formal statement of appointment must obligatorily indicate:

- the subject called upon to become a member of the Supervisory Body and related responsibilities;
- the term of office, if there is a term, and in any case the terms of revocation. Revocation, as in the case of the appointment, must be approved by the Board of Directors;
- the main tasks assigned to the SB within the scope of performing the control activities over the efficacy and efficiency of the organizational Model (the indication of the tasks of a general nature, as it is the Body itself that is assigned to the formulation of the internal regulations applicable to its activities - scheduling of inspections, establishing criteria and procedures of analysis, regulation of information flows, etc.);
- the powers which the Board must necessarily be appointed to ensure a timely and efficient supervision on the functioning and compliance with the organizational model;
- the timing and addressees of the reporting activities conducted by the SB. The SB must have and maintain the required qualities, professionalism, competence, relevant experience and must not be in a position of conflict or of economic interest in relation to the assigned duties.

Below is a list of those who can not be appointed members of the BGY INTERNATIONAL SERVICES internal Supervisory Body and, if appointed, shall be disqualified from office, more specifically:

- those who incur the causes of ineligibility and disqualification provided for by art. 2382 of the Italian Civil Code. (Incapacitation, disqualification, bankruptcy, interdiction - even temporarily - from public office, incapacity to exercise executive functions);
- the spouse, relatives and in-laws up to the fourth degree, of the Company's executive directors, executive directors, the spouses, relatives and in-laws up to the fourth degree of directors of subsidiaries, companies or entities that control it and those subject to common control;
- those who have been subjected to preventive measures enforced by judicial authorities;
- those who have been convicted - also with a pending sentence - and have accepted a plea bargain under art. 444 of the Italian Code of Criminal Procedure for any of the offences envisaged by Legislative Decree 231/2001.



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

2. Functions and responsibilities of the SB

The functions assigned to the BGY INTERNATIONAL SERVICES SB consist in:

- a. ensuring control over the Model, constantly checking:
 - the adequacy of the Model, that is, its actual effectiveness in terms of capacity, in relation to the corporate structure, to prevent the occurrence of illegal conduct for the purposes of the Decree, and to report any such occurrences;
 - the effectiveness of the Model, i.e. the actual compliance with the requirements of the Model by the addressees in relation to the different types of offences and crimes contemplated by the Decree;
- b. to evaluate - in collaboration with the corporate functions involved each time
- c. the need to propose to the Board of Directors any updates to the Model, according to any developments and/or changes in the organizational structure and/or operational business and legislation;
- d. supervise the updating of the mapping of Sensitive Activities deemed to be at risk of the crimes and offences envisaged by the Decree and the related business processes and structures, and to propose the integration of such Sensitive Activities on the basis of the checks carried out; in the case of significant procedural and/or organizational changes, it shall provide support to the functions affected by the changes, so as to ensure compliance of the solutions adopted with the applicable regulatory provisions;
- e. monitor the proxy and power of attorney system so as to guarantee the efficacy of the Model.

At an operational level, the powers assigned to the BGY INTERNATIONAL SERVICES SB are the following:

- a. to draw up and implement as necessary, an annual general audit schedule to verify the actual application of the control procedures for Sensitive Activities and their efficacy, it being understood that the primary responsibility for the control of activities, including the sensitive kind, remains assigned to the operating management, given that, in general, the task of defining and activating the various corporate protocols, to ensure continuous compliance in everyday operations and to ensure the continuous updating remains in any case - each for his own area - the primary assignment of the various function heads/management;
- b. to collect, process and store the relevant information according to the functioning and compliance with the Model, as well as the documentation of which the Model itself consists, including - inter alia - the mapping of Sensitive Activities, relative updates, reports on the supervisory activity; to analyze, record and archive all reports from BGY INTERNATIONAL SERVICES internal/external corporate departments/on any situations that may expose the company to the risk of crime, stating the reasons for which the same are eventually deemed insignificant;

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- c. to coordinate with other business functions, also during specific meetings, to ensure best possible monitoring of the Sensitive Activities. To this purpose, the individual corporate functions are required to ensure that the SB receives constant information on the evolution of the Sensitive Activities, and that the SB has unimpeded access, with no need for further authorization, to all documentation and sources of information necessary to allow it to conduct the controls and internal investigations, where it is understood that the documents and information acquired in carrying out their functions shall be kept confidential, whilst also ensuring compliance with current regulations regarding privacy;
- d. on the basis of the programmatic plan sub (a), to conduct internal investigations aimed at controlling the adequacy of the Model, in a preventive manner, by means of the activation of the ordinary corporate control procedures and by conducting routine or random periodical inspections on specific transactions carried out in respect of Sensitive Activities; following on from the same, by conducting internal audits to ascertain any alleged breaches of the provisions of the Model and the reporting to the company bodies as seen in Annex no. 3 Disciplinary System, with regard to the disciplinary procedures and the enforcing of sanctions.
- e. to define the contents of training and/or communication interventions aimed at disseminating throughout the Company the knowledge of the relevant aspects pursuant to the Decree, and collaborate with the functions responsible for providing the training/communication services in order to organize relative interventions;
- f. in case of inspections, investigations, requests for information by the competent authorities, where aimed at verifying compliance of the Model with the provisions of the Decree, to directly interact and engage in a relationship with those in charge of such inspections, providing them with all useful information support.

In order to allow the effective and independent performance of the above-mentioned tasks as assigned to the SB:

- the BGY INTERNATIONAL SERVICES Board of Directors annually allocate suitable amounts of economic resources to draw up the corporate budget procedures, which the SB can access as required to perform its duties correctly;
- the SB is allowed to make use - under its direct supervision and responsibility of all the Company's structures, including independent consultants within the fee limits indicated in the relative section above.

It is important to highlight that senior management (Board of Directors), even after establishing the SB, maintains all the privileges and responsibilities envisaged by the Civil Code to which those concerning the adoption and effectiveness of the Model as well as the establishment of the SB are added (art. 6 par. 1, letters (a) and (b)).

Given the considerable professional affinity and the tasks conferred upon it by law, the Sole Statutory Auditor will be one of the “institutional” interlocutors of the SB. As the Auditor is vested with the responsibility of evaluating the adequacy of the internal control systems, they must always be informed if any offences are committed, along with any shortcomings of the Model. To this end, the Sole Statutory Auditor meets the SB at least once a year and whenever the latter deems it necessary, and has unimpeded access to the minutes of the meetings of the same SB. Similarly, the Sole Statutory Auditor joins the SB during meetings with the Audit Firm appointed to certify the current year’s financial statements before approval of the draft financial statements and budget.

3. Information flows

3.1 Reporting to corporate bodies

In order to ensure an adequate flow of information and the necessary coordination with the corporate bodies and the Group Ethics Committee, the SB shall report:

- when deemed necessary, based on concrete circumstances, directly to the Chair of the Board of Directors;
- at least on an annual basis to the Board of Directors.

In this respect, every year the SB shall deliver a written report on the activities and the implementation and effectiveness of the Model, highlighting any specific situations relevant to the actual implementation of the same, and proposing any amendments and updates to the Model that may be appropriate and/or necessary due to the evolution of the regulation and/or the corporate structure of the Company.

The SB may, in any case, be convened at any time by the aforementioned corporate bodies and the Group Ethics Committee, and may in turn submit such requests for urgent reasons, in order to report on the functioning of the Model or on specific situations.

Minutes shall be recorded during all meetings of the SB with BGY INTERNATIONAL SERVICES corporate bodies and copies filed and retained by the SB. Copies of the minutes of the routine meetings attended by the SB are sent to the Chair and the CEO.

3.2 Information flows to the Supervisory Body

(A) Reports from within the company or from third parties

At a global corporate level, the SB must be informed and made aware, in addition to the documentation required by this Model, of any other information and/or circumstance from employees, corporate bodies and third parties, pertaining to the implementation of the Model in Sensitive Activities and/or events that could determine the responsibility of the Company pursuant to the Decree.



Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

The following provisions of a general nature are applicable:

- it is the duty of all employees and third parties to send to the SB any information they have on any breach or alleged breach committed pursuant to the Decree;
- employees with managerial functions and the managers of individual business units are obliged to report any breaches committed by employees and third parties to the SB;
- The Group Ethics Committee shall report any information of any kind, relating to the implementation of the Model in Sensitive Activities to the SB and, in particular, shall report all possible situations involving the breach or alleged breach of the Model or in any case any conduct which is not in line with the rules of conduct set forth in the Model and the Code of Ethics;
- Individuals who send such warnings in good faith are guaranteed exemption from any form of reprisal, discrimination or penalization and the confidentiality of the individual in question is assured, without in any way affecting any legal obligations or the protection of the rights of the company or persons accused wrongly or in bad faith.

As far as the methods to be used when preparing such reports is concerned, according to art. 6 par. 6-bis:

- reports of unlawful conduct or breach of the Entity's organizational and management model, of which they have become aware due to the functions performed, shall be submitted in writing, also anonymously, provided they are substantiated, relevant pursuant to this decree and based on precise, concordant and sufficiently documented facts;
- The SB shall evaluate the reports received, and any consequent action/ measure at its reasonable discretion and under its responsibility, possibly interviewing the reporting party and/or the person responsible for the alleged breach, motivating in writing any decisions not to proceed with an internal investigation. In order to facilitate the flow of reports and information to the SB, a dedicated information channel has been envisaged (and duly brought to the attention of employees and third parties) to guarantee the confidentiality of the identity of the reporting party within the scope of the report management activities.

In relation to the above, reports may be sent to:

<u>Paper reports:</u> SACBO Group Orio al Serio post office - PO Box n. 2 24050 Orio al Serio (BG)	<u>Reports with IT channels:</u> Platform accessible at the link https://milanbergamoairport.segnalazioni.net/
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Organizational, Management and Control Model
GENERAL SECTION pursuant to Leg. Decree 231/2001

(B) Reporting obligations in respect of official deeds

In addition to the reports mentioned in the previous paragraph, all addressees of the Model are obliged to send to the SB any information regarding:

- measures and/or information from the judicial authorities or any other authority according to which it may be inferred that investigations are in course on known or unknown parties, concerning the crimes and offences envisaged by the Decree;
- requests for legal assistance made by members of the corporate bodies, by executives and/or by employees in relation to the start of judicial proceedings for any of the crimes provided for in the Decree;
- reports prepared by the heads of other corporate functions within the scope of their control activities, which highlight facts, actions, events or omissions of a critical level relating to compliance with the provisions of the Decree;
- all information on the actual implementation of the Model, at all company levels, highlighting any disciplinary proceedings carried out and any punishment imposed, any sanctions imposed on employees, or the dismissal without further action of such reports, providing reasons for the same, if the same are linked to the commission of the offences envisaged by the Decree or breach of the rules of conduct envisaged by the Model;
- the proxy and powers of attorney system adopted by BGY INTERNATIONAL SERVICES along with any amendments, and must be informed of any proposals to amend/supplement existing company procedures and the proposed introduction of new procedures.

ANNEXES:

1. List of Offences under Legislative Decree no. 231/2001 (Annex 1)
2. The Group's Code of Ethics (Annex 2)
3. The Disciplinary System (Annex 3)
4. The Internal Regulation of the Supervisory Board (Annex 4)

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Approved by the Board of Directors on 23 March 2020



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