

HONG KONG
–
NANHAI
–
MILAN
–
SHANGHAI
–
INDIA

WORKPLACE POLICY

formalighting's management is committed to:

- A)** providing equal opportunities to all its stakeholders;
- B)** redress imbalances caused by inequality, e.g. via annual salary reviews for equal pay;
- C)** monitor the conditions of service of its employees and their progression to ensure that they are being offered appropriate access to benefits, training and promotion opportunities;
- D)** create a safe and supportive working environment free from bullying and harassment;
- E)** treating each complaint seriously and sympathetically and with an open mind, and deal with it promptly and effectively;
- F)** seriously investigate any allegations or unacceptable behavior as per paragraph 1.(i)-(vi) below;
- G)** maintain confidentiality as far as possible, of the above allegations, their respective investigation and the result.

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- 1.** Any formalighting Employee, Consultant and/or Contractor working with formalighting is PROHIBITED from exercising any conduct or behaviour, written or verbal, directly or indirectly, such as but not limited to telephone, video conferencing, or through social media, that represents or is interpreted as:
 - (i)** an unlawful act;
 - (ii)** an act of direct discrimination;
 - (iii)** an act of indirect discrimination;
 - (iv)** an act that has the purpose or effect of violating someone's dignity;
 - (v)** the creation of an intimidating, hostile, degrading, humiliating, or offensive environment;
 - (vi)** making of unwelcome and inappropriate sexual remarks or physical advances.Any breaches of the above can result in remedial, corrective, or disciplinary actions up to and including termination of employment.
- 2.** Any formalighting Employee, Consultant and/or Contractor working with formalighting is responsible for their own standards of behavior, and is ENCOURAGED to:
 - (i)** report any breaches of 1(i)-(v) above through the channels provided such as, but not limited to, the SA8000 methods for reporting;
 - (ii)** be supportive of any colleague who may be victim to any of the PROHIBITED behaviors in Paragraph 1.(i)-(vi);
 - (iii)** to tell formalighting's management and/or External HR Consultant, about any condition or disability that should require appropriate support and adjustments to their working conditions which they consider necessary or which they consider would assist them in the performance of their duties;
 - (iv)** treat everyone with fairness, dignity and respect;
 - (v)** embrace diversity;
 - (vi)** promote a positive and inclusive working environment.

This policy is designed to give guidance on the behaviours expected to ensure a working environment is established where everyone is treated, and treat others, with respect and dignity. It is applicable on work-related trips, events or social functions organized by or formalighting, whether on or off our premises.