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## 1. PURPOSE AND SCOPE OF APPLICATION

This procedure defines the responsibilities and methods for managing communication. It distinguishes between:

- a) internal communication, aimed at internal personnel, intended to ensure the correct performance of activities and the best management of the organization, as well as compliance with the principles of gender equality as outlined in the Policy;
- b) external communication, aimed at other stakeholders.

All communication processes must comply with current laws regarding the processing of personal data.

## 2. LEGISLATIVE REFERENCES

- UNI/PdR 125:2022
- UNI EN ISO 9000:2015
- Regulation (EU) 2016/679 concerning the protection of personal data of individuals (GDPR)

## 3. OPERATIONAL PROCEDURES

### 3.1 INTERNAL AND EXTERNAL COMMUNICATION

AI Engineering s.r.l. prepares and updates a Communication Plan (**MOD-05-A-Communication Plan**) regarding its commitment to gender equality issues. The Plan specifies:

- the subject of the communication. AI Engineering bases its internal and external communication (marketing, advertising) on responsibility (avoiding advertising gender stereotypes, ensuring monitoring of marketing strategies, committing to spread positive messages about women, and always using respectful language);
- the recipients of the communication (suppliers and partners, institutions, other stakeholders);
- the frequency of communication;
- the methods of communication/support to be used;
- responsibilities.

The Plan is approved by the Top Management and is shared with stakeholders, also through the gender equality policy.

AI Engineering uses the following communication channels:

- company bulletin board;
- email;
- internal meetings;
- website;
- social media;
- reporting channels.

### 3.2 INTERNAL COMMUNICATION ON GENDER EQUALITY

Internal communication from AI Engineering, directed by Top Management or other departments to employees, can be carried out through periodic working group meetings, internal emails, or postings on the company bulletin board.

Every year, all employees are formally involved by the Person in Charge of the gender equality management system and the Steering Committee to express opinions on potential improvements to the company environment or on choosing appropriate activities aimed at improving situations or behaviors that might reduce risks of discrimination or inequality.

Essentially, employees are encouraged through specific communication on the company bulletin board or through internal email to provide formal feedback on the application of gender equality principles and/or equal pay within the company, etc.

All employees are annually reminded of the desired behaviors and language to use in order to ensure an inclusive and respectful work environment for gender diversity.

Internal communication also includes reporting any situations that are inconsistent with an inclusive environment and/or gender inequality. For more details on the reporting procedure, refer to the **PROC-02-Prevention and Management of Harassment Plan**.

Internal communication also covers aspects and actions aimed at ensuring work-life balance for all employees, specific agreements allowing part-time work for those who request it, flexible working hours, or other forms of flexible work.

The communication also concerns work meetings, which will be held at times compatible with balancing family and personal life, and part-time and flexible contract employees may participate in them.

Finally, Ai Engineering is committed to managing all communications promptly and appropriately.

### **3.3 EXTERNAL COMMUNICATION ON GENDER EQUALITY**

Regarding external communications, these may include dialogue with stakeholders, exchange of information and opinions on gender equality issues within the company, in order to pursue the common goal of continuously improving the system.

For external communications, the response method is always written, and the evaluation will be as timely as possible in order to allow analysis and define any actions while ensuring the involvement of the relevant figures.

The main external communication tool is considered to be the company website.

### **3.4 SATISFACTION SURVEYS**

Periodically, the Person in Charge of the gender equality management system, as directed by the Steering Committee, conducts anonymous surveys to investigate the employees' experiences in order to gather information on the perceived satisfaction with the policies implemented by the organization on gender equality, the promotion of diversity, and female empowerment. Top Management, when conducting customer satisfaction surveys, may propose an evaluation of customers' perceptions regarding the organization's respect for gender equality and inclusion issues.

## **4. LIST OF ASSOCIATED FORMS**

- MOD-05-A-Communication Plan
- MOD-05-B-Communication Register

Reference year: 2025

OBJECT	CHANNEL	INTERNAL / EXTERNAL	RECIPIENTS	METHOD	TIMING	RESPONSIBLE	NOTES
Gender Equality Policy	Website	Internal + External	All internal/external stakeholders	Communication on the website	Each update	Steering Committee	
Documentation for new hires	Internal Information	Internal	New hires	Information	With each hire	HR Manager	
Awareness on gender equality and D&I	Website, social media	Internal + External	All internal/external stakeholders	Communication on the website, social media posts	Ad hoc	Steering Committee	
Awareness on gender equality and D&I	Weekly Newsletter	Internal	All internal stakeholders	Email	Weekly	Steering Committee	
Awareness on gender equality and D&I	Information and awareness email on gender equality and D&I	Internal	All internal stakeholders	Email	Ad hoc	Steering Committee	
Company Information on Gender Equality as per Art. 3, Decree 29/04/2022 published in G.U. nr. 152 of 01/07/2022	External Information	External	Territorial and regional gender equality advisors	Certified email (PEC)	Annual	Steering Committee	Legal compliance
Biennial report on the male and female workforce as per Art. 46, Legislative Decree 11 April 2006, No. 198	External Information	External	Ministry of Labour and Social Policies	Ministerial portal	Biennial	Steering Committee	Voluntary compliance (< 50 employees)

KPIs and improvement objectives	Internal Information	Internal	All internal stakeholders	Periodic meetings and/or periodic communications	Each update, at least annually	Steering Committee	
Collection of opinions on the management of the gender equality policy	Survey	Internal	All staff	Survey	Annual	Steering Committee	
Communication Plan	Website	Internal + External	All internal/external stakeholders	Publication on website	Each update	Steering Committee	
Promotion of paternity leave and parental leave	Internal Information	Internal	All staff	Email	With each regulatory update, at least annually	Steering Committee	