

ETHICAL CODE

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Premise

Mediterranean Transmission System Operators is the International Association of Transmission System Operators in the Mediterranean, recognized as a legal person by decree of the Prefect of Rome dated 22 January 2016 registered in the Register of Legal Entities at the Prefecture of Rome under number 1128/2016.

The reference to the term Mediterranean Transmission System Operators, in abbreviated form Med-TSO (below also “Association”), in the context of this document, should be understood as referring to the Association as a whole, as a subject of imputation of rights, duties and responsibilities under the relevant legislation (Italian Legislative Decree n. 231/2001) which implements all this through the bodies, organizational structures and each individual subject as far as they are competent.

Mission

The mission of Med-TSO is to promote the development of a safe and sustainable, integrated regional electricity transmission network, by supporting all institutional initiatives aimed at facilitating the creation of a Mediterranean energy market.

Vision

Med-TSO aims to be a professional and strategic reference body for any technical, market and policy issue relating to the Mediterranean electricity system: a competent and proactive guide for European and Mediterranean institutions and stakeholders.

The documents that govern the functioning of Med-TSO are Statute, Internal Regulations, Purchasing Regulations, and this Ethical Code.

1. Introduction

The Ethical Code is a useful tool to preserve the value and integrity of the Association over time. It is an official document (below also “Code”) which expresses the set of positive principles and rules which Med-TSO has voluntarily chosen to adopt towards those with whom it interacts in the performance of its own business. (an “ethical” choice).

The Code also aims to introduce and make binding the relevant principles and rules of conduct within the Association for the purposes of reasonable prevention of the crimes indicated in the Italian Legislative Decree n. 231/2001 *Regulation of administrative liability of legal entities, companies and associations even without legal personality, in accordance with article 11 of Law 29 September 2000, n. 300.*



This Code is a reference point for everyday work. All actions, in fact, or relationships among people and towards the outside world, have effects on the Association, both positive and also negative. Professional integrity, honesty, and respect for commitments are behaviours that bring trust towards the Association. The violation of these values recognized by the community and the market, any incorrect actions or against the Law, can cause damages which are even difficult to repair.

Damage can be of various types, for example: of image but, above all, of reputation and credibility, which may have implications that put confidence at risk in institutions, members, suppliers, and people themselves who work or would like to work within Med-TSO.

Respecting the Ethical Code and consistently applying its principles can avoid all this.

The Ethical Code also aims to help people identify ambiguous or potentially risky situations which may arise in carrying out activities, but also relationships or behaviours which are not perfectly clear and may damage the Association.

Knowing the Ethical Code thoroughly is therefore a duty, just as it is a duty to apply it. The reputation and the success of the Association are the fruit of the attention of each one, all together.

2. Scope of application and validity

This Ethical Code applies to Med-TSO.

With the adoption of this Code, the Association intends to define rules, procedures, and ethical values to conform to. The Ethical Code is addressed to the association bodies and members, to employees, to workers, even to voluntary ones, to consultants and collaborators in any capacity, to stakeholders, attorneys and any other person who may act in the name and/or on the behalf of the Association, to all those who interact in any capacity with the Association and work to pursue its objectives (below also the “Recipients” of this Code). In this sense, when entering into contracts or agreements with collaborators or other third parties, the Association provides its interlocutors with this Code.

The Code must be regarded as an integral part of existing and future employment contracts, pursuant to article 2104 civil code *Diligence of the employee*.

The violation of its provisions will therefore constitute a disciplinary offence and, as such, will be prosecuted and sanctioned pursuant to and for the purposes of article 7 of Law n. 300/1970 *Workers’ Statute* and may lead to compensation for damage caused to the Association.

For what concerns consultants, self-employed and voluntary workers, collaborators and third parties in general, who lend their services in Favor of Med-TSO, adherence to this Code represents a *condition sine qua non* for the



stipulation of contracts and, so, forms an integral part of the contracts themselves.

Therefore, based on what has been reported so far, any violations of the Code by third parties may legitimize the withdrawal by the Association from contractual relationships and/or the automatic termination of the contract pursuant to article 1456 civil code *Explicit termination clause*.

2.1 General Principles

Legality, first and foremost, is the pillar on which the entire Code stands. Respect for the laws is essential, not only in Italy, but in other countries where Med-TSO operates. A violation of this principle is therefore not justified under any circumstances, not even if in the name of Med-TSO's interests. Since the contents of national legislations may differ from each other, Med-TSO however intends to recognize some fundamental ethical principles, shared at an international level.

In particular, it recognizes and commits to respecting the ten principles of the *United Nations Global Compact*¹, the highest values that the United Nations recommend to companies, as a summary of the most important documents shared at an international level about human and workers' rights, of respect for the environment and fight against corruption. It also refuses to get involved with subjects who carry out illicit activities or are financed with capital from illicit sources.

Another general principle is **honesty**, necessary to gain credibility inside and outside the Association and to establish relationships of trust between employees and all interlocutors. Because of this principle, Med-TSO excludes the use of corruption in any form.

Responsibility, eventually, which means considering the consequences of one's actions, paying attention to their impact on the community and the environment and to the sustainability of growth in the long term.

2.2 Value

The core values of the Association are **equality, good management, respect, fairness, transparency, and confidentiality**.

Equality promotes the dignity and uniqueness of all people, the respect for their universally recognized rights, without discrimination based on ethnicity, nationality, religion, social status, political ideology or any other personal difference or characteristic.

This value translates:

¹ *Global Compact* is an international initiative in support of ten universal principles relating to human rights, work, and environment, to fighting corruption, which has joined companies, United Nations agencies, trade unions and civil society organizations. They are universally shared as derived from: the Universal Declaration of Human Rights; the Declaration of the International Labor Organization on Fundamental Principles and Rights at Work; the Rio Declaration on Environment and Development; the United Nations Convention against Corruption. The ten principles of the UN *Global Compact* are listed in full on the last page of this Code.



- into creating a work environment capable of valorising the contribution and potential of the individual through gradual personal responsibility.
- into the achievement of a system of relationships which favours teamwork over hierarchical relationships.
- to share skills and knowledge also using innovative tools.

Good management at all levels, that is the ability to lead and govern the Association in a balanced and profitable way, with the *diligence of the good family man*, but also the commitment of each person to carry out their work effectively and efficiently, always providing and demanding high quality standards in line with the Association's long-term strategy.

Respect affects the individual, both in his personal and private sphere, and in his professional sphere, and, more generally, the attitude of the Association towards the commitments made with its interlocutors. In terms of relationships within the Association, respect means first and foremost the protection of physical and moral integrity of staff and their valorisation as a key resource for competitiveness and success. Externally, it means maintaining professional relationships with customers and suppliers but also listening to other stakeholders –such as institutions, for example, or the media- as interlocutors to be considered, to inform and to involve. Finally, it means operating in a way that is compatible with the surrounding environment, in the interest of all.

Fairness, the principle underlying loyal and impartial behaviour. It represents the ability to maintain a constant balance between particular and general interests, of the individual and of the Association, of every network user and every supplier. This principle, relevant in a multitude of relationships, takes on a particular significance in one case: the treatment of people whose abilities and merits, as well as their duties, must be considered equally.

Transparency concerns the sphere of association management, which must be clear and verifiable and concerns the communication of information about the Association to the outside. Communication other than always having to follow established procedures, must be simple, understandable, timely and truthful and –if made public- easily accessible to all. Transparency imposes not only respect for ethical principles and values, but also the implementation of methods which allow the community of reference to have access to information in order to reconstruct its actions. The story and values of Med-TSO are expressed in a business ethic based on reliability, understood as a guarantee of absolute seriousness in the projects launched, in the transactions and commitments undertaken, and an extremely stable financial solidity, as evidenced by the Association's long-standing activity.

Information confidentiality ensures the confidentiality of information held by Med-TSO, compliance with the regulations on data processing and undertakes not to use confidential information for purposes not related to the



exercise of its business.

3. Rules of Conduct

The rules of conduct contained in this section are intended to indicate the behaviours to be observed in carrying out the various activities in accordance with the values that inspire this Code.

3.1 Protection of personal data

All information available to Med-TSO is treated in compliance with the confidentiality and privacy of the interested parties, in compliance with the EU General Data Protection Regulation (GDPR) EU 2016/679.

Personal Data, collected and stored in databases belonging to Med-TSO, will be handled by employees and/or collaborators of the Data Protection Officer (DPO) who are specifically charged with this task; personal data will not be disseminated or communicated to third parties, other than in those cases provided for by this statement and/or pursuant to the law and, in any case, according to the procedures set forth by law.

As per this decree, a DPO shall be designated: Med-TSO DPO is the Secretary General of the Association. To ensure a successful implementation of all activities related to or supporting its services, where necessary, Med-TSO may communicate Personal Data to other companies, according to the procedures set forth by the law.

3.2 Prevention of corruption and fraud

To prevent corruption and fraud crimes, Med-TSO has a Control Body; a Management Model for internal control and promotes a corporate culture inspired by legality also through the voluntary adoption of this Code of Ethics.

Med-TSO, in line with the values of honesty and transparency, undertakes to implement all necessary measures to prevent and avoid illicit behaviour. Med-TSO does not allow sums of money to be paid or other forms of corruption and fraud to be exercised with the aim of procuring direct or indirect advantages for the Recipients and Association itself. It also prohibits the acceptance of gifts or favours from third parties that go beyond the normal rules of hospitality and courtesy. Any gifts should generally be functional to the scope



of the Association, its mission and vision.

3.3 Tax transparency

Med-TSO commits itself to apply the correct tax rules and to behave in accordance with the tax requirements of the countries in which it operates.

It also commits itself to act transparently in relations with the Financial Administration, in a cooperative way, to collaborate to ensure full understanding of the reasons underlying the application of tax rules

3.4 Correct and transparent conduct

The Recipients of this Code must observe correct and transparent conduct in carrying out their functions. In compliance with the provisions of law, regulations and internal procedures, the Recipients must maintain a behaviour characterized by availability towards the members, the other workers, the association bodies, and the authorities.

3.5 Health, safety, and work environment

Everyone's attention helps make the prevention of accidents at work effective and efficient. The association responsible functions to keep the prevention policies up to date, both through comparison with the best practices adopted in comparable activities, and through the adoption of the best available technologies. They establish clear, consistent and understandable procedures, working methods and operating instructions at all levels. They promote risk awareness and knowledge of preventive measures with adequate training initiatives and maximum accessibility of documentation.

The activity managers monitor compliance with the preventive measures by the resources they coordinate. They work to ensure that lapses in attention do not occur during risky activities. They receive reports from collaborators to improve safety and safeguard health. In no case is compliance with safety measures subordinated to the interest in completing the work and respecting deadlines.

The Recipients follow the safety provisions that concern them with seriousness and scruple, they raise awareness among defaulters.

Med-TSO contributes to the dissemination and awareness of sustainable development, and manages its activities in an environmentally friendly manner, considering the rights of future generations.



3.6 Loyalty and protection of the Association's assets

Med-TSO requires all Recipients to behave in a loyal, diligent and respectful manner of the employment relationship and the provisions of the Association; everyone's collaboration is in fact fundamental for the good functioning of the Association.

This means first to follow with commitment, timeliness and diligence the objectives indicated by the Association, working in compliance with procedures. This also means taking charge of the Association's interest in every working circumstance, for example, in the fulfilment of contractual obligations towards Med-TSO by suppliers.

Each Recipient is required to act diligently to protect the assets, including intangible ones (know-how, reputation), of the Association from improper or incorrect use. First, each one is required to work diligently to protect the Association's assets through responsible behaviours and in line with operating procedures set up to regulate their use, accurately documenting their use.

The financial evidence of Med-TSO must therefore be based on precise, comprehensive and verifiable information and reflect the nature of the transaction in question, in compliance with the organizational structure of the Association. Each Recipient must use the goods entrusted to him with care and parsimony; avoid using them improperly or in a way that causes damage or reduces efficiency, or even in conflict with the interests of the Association.

Everyone is responsible for taking care of and protecting the resources entrusted to them: they must therefore implement the most appropriate measures to prevent thefts and promptly inform their manager or the function responsible for security or for checking for any gaps in the security system, for threats or events that are potentially harmful to Med-TSO.

Of particular importance among the Association's assets are the information and data held by Med-TSO relating to external subjects, employees, structures and association activities.

Med-TSO ensures the protection of its intellectual property, by allowing access only to authorized people and by avoiding the use of confidential information by Recipients for purposes other than the exercise of their business. The responsible functions define adequate procedures to ensure the integrity of the information, their confidentiality and controlled dissemination internally and externally, which must follow specific and authorized channels.

Protecting the Association's resources therefore means not disclosing information regarding Med-TSO's business to the outside world. It means not allowing confidential information (either about Med-TSO or in the possession of Med-TSO) to be disclosed to outsiders or to personnel other than those authorized to process it.

As for computer applications, which are indispensable work tools, each employee is responsible for their use.



3.7 Conflict of interest

The conflict between personal interest and that of the Association arises when a behaviour or decision in the context of one's work activity can generate an immediate or deferred advantage for oneself, one's family or acquaintances to the detriment of the Association's interest.

In the relationship between the Association and the single associate there is no conflict of interest in the sense used here.

By way of example and not limited to, the following situations may determine a conflict of interest:

- performing a top management role and having economic interests with suppliers, customers or competitors (ownership of share, professional positions, etc.).
- managing Med-TSO's purchases or controlling the execution of supplies and carrying out work activities at the supplier.
- taking advantage personally, or through family members, of business opportunities which are brought to their attention as representatives of Med-TSO.
- accepting money, gifts (valuables, travels, gifts of various kinds) or favours (for example, hiring or career advancement for family members) by people or companies who have or intend to enter business relationships with Med-TSO. The maximum amount for a gift that can be accepted without this constituting a violation of the Ethical Code is 150 EUR. Exceeding the limit of 150 EUR is not necessarily prohibited, but there is an obligation to immediately notify the Control Body of the Association for transparency. Moreover, it is also strictly prohibited to request, even indirectly, gifts and similar from MED-TSO employees, irrespective of the amount.
- hiring, promoting, or being the direct superior of a family member or person with whom you have a close personal relationship. Invitations and hospitality can only be provided on the sidelines of institutional events, such as General and Extraordinary Assembly, Executive Board meetings, other official events. Family members are always excluded and can only participate at their own expense.

Conflict of interest has a direct effect on the person involved, by limiting or influencing his or her objectivity of judgment. Anyone who becomes aware of or thinks may be involved in a conflict of interest, or feels embarrassed in handling a professional situation due to outside influences, or in short does not feel free in his or her decisions and in carrying out his or her activity, must report it to the Corporate Officer who will evaluate the situation, also through a legal advice, and who will clarify the circumstances and to get directions on how to behave. All this regardless of the number of gifts or benefits received or expected, of the degrees of kinship and familiarity or from



other variables.

In any case, Med-TSO abstains from any practice which is contrary to the Law and to normal commercial practices or not permitted by ethical Codes if known of the companies or entities with which it has relationships.

3.8 Selection, enhancement and training of personnel

Med-TSO undertakes to avoid any discrimination based on age, gender, sexuality, health status, race, nationality or political opinions and religious beliefs of its candidates or aspiring candidates' interlocutors.

It respects the right of workers to form representatives, recognizes the role of the most representative trade union Organizations and is available for discussion on the main topics of mutual interest.

To this end, the following is specified:

- Behaviours of systematic discrimination, humiliation, psychological violence or isolation towards collaborators or colleagues, regardless of the reasons which determine them, are not permitted, as they are harmful to human dignity.
- Sexual harassment or sexually offensive behaviour or speech which may offend a person's sensibilities are not tolerated (for example, the display of images with explicit sexual references, insistent and continuous allusions).
- The privacy of individual employees is protected by adopting policies which specify what information is requested and the related methods of treatment and conservation. Such policies also include a ban, without prejudice to the cases provided by Law, to communicate or disseminate personal data without the consent of the interested party.
- Any investigation of ideas, preferences, personal tastes and, in general, the private life of employees is excluded.
- Med-TSO is committed to removing physical barriers which compromise the ability or capacity to work of people with disabilities.
- Employees are treated fairly and with respect for their rights, in all stages of working life. Personnel administration is conducted with accuracy, confidentiality of personal data and timeliness of fulfilments. The policies and selection criteria adopted are made available transparently, within the limits of confidentiality considerations, to the interested parties.
- No form of employment relationship, in which conflicts with the law or the contract, is tolerated.
- The selection of personnel is made based on correspondence of the skills and abilities of the candidates with the needs of the Association and the policies for equal opportunities.



- The information requested during the selection phase is strictly connected to the verification of the aspects foreseen by the professional and psycho-attitudinal profile, respecting the private sphere and opinions of the candidate.
- Upon the establishment of the employment relationship, each employee receives clear and accurate information on the function or tasks to be performed, on the regulatory and remuneration treatment, on the rules and procedures to be adopted to prevent and avoid health risks associated with work activity.
- In personnel management, decisions taken are based on considerations of professionalism, skills and abilities demonstrated by employees (for example, in the event of promotion to higher roles and assignment of duties) and on merit considerations (for example, in the awarding of prizes and incentives), in a manner consistent with the criteria expressed in personnel policies. The training is intended for groups of individual employees based on specific professional development objectives, in the context of the need for renewal of knowledge, of maintenance and the development of adequate technical skills and requalification of personnel.
- The directorate responsible for personnel adopts appropriate measures to avoid favouritism, nepotism or forms of cronyism in the selection, hiring and management of personnel. Within the limits of the available information and the protection of privacy, relationships of hierarchical dependence between collaborators linked by kinship are excluded.
- In keeping with the general efficiency of work, those flexibility in work organizations which facilitate the management of the parental state and the care of children, are favoured.

3.9 Relationship with members

The members of Med-TSO participate in the government of the Association through their representatives in the General Assembly. The Internal Regulation of Med-TSO is aimed at ensuring the orderly and functional conduct of the assemblies and at maximizing the participation of members.

3.10 Relationship with suppliers

Med-TSO's relationship with suppliers is based on uniformity of treatment. In drafting contracts, Med-TSO undertakes to specify in a clear and comprehensible manner to the contractor the behaviours to be adopted in all foreseen circumstances. It respects contractual agreements and commitments, including payment terms, considering the execution of tasks and works in the manner established by the parties.



Purchasing processes are based:

- on the research of the maximum competitive advantage for Med-TSO, considering its non-profit nature.
- on granting equal opportunities to every supplier.
- on indispensable and mutual loyalty, transparency and collaboration in pre-contractual and contractual behaviours.
- on technical updates on new products and services through constant dialogue with all potential suppliers.
- to give each supplier, who meets the needed requirements, the opportunity to compete in the signing of contracts, while avoiding preferential treatments.
- on adopting objective and documentable criteria when choosing suppliers, and on ensuring that each race has sufficient competition, even on an international level.

It is also specified that, in case of awarding contracts for the supply of goods and/or services, Med-TSO always complies with the guidelines provided by the funding entities. In case of doubts on the procedure to be adopted or good/service providers to be consulted, Med-TSO, in the interest of the Association, is committed to request in advance appropriate clarifications to the relevant funding entity.

3.11 Relationship with Institutions and Associations

The relationship with the Institutions is aimed at representing the activities of Med-TSO, evaluating the implications arising from administrative, legislative and technical standardization acts, responding to requests from institutions and administrations, as well as to informal requests and inspection union actions or, in any case, making known the position on issues relevant to Med-TSO.

To this end, Med-TSO undertakes:

- to establish effective channels of communication with institutional interlocutors at international, community, national and territorial level.
- to represent interests and own positions in a transparent, rigorous and coherent manner, avoiding collusive attitudes.
- to coordinate relations with institutional interlocutors to ensure maximum clarity in relationships.
- to adopt appropriate measures to prevent crimes against public administration.
- to adopt behaviours consistent with the purposes and guidelines of the interest representation associations in which it participates.



3.12 Relations with the media, opinion groups, the scientific community

Med-TSO's communication towards its stakeholders (even indirectly, through the mass media) is based on respect for the right to information. In no case is it permitted to disseminate false or biased news or comments.

Each communication activity complies with the laws, rules and practices of professional conduct; it is carried out with clarity, transparency and timeliness. It saves, among others, privileged information, price sensitive or industrial and avoids any form of undue pressure or acquisition of favourable attitudes from the media. To ensure completeness and consistency of information, Med-TSO's relationships with the media are kept, with the authorization of the Secretary General, according to specific procedures.

All press releases and other documents of general interest are available on Med-TSO's website (www.med-tso.org). Med-TSO allows and encourages the participation of its employees in conferences, seminars and working groups, interventions in technical or scientific, social and economic publications, according to one's skills, to the association policies and with the authorization of one's own manager.

For what concerns technical standardization bodies, Med-TSO can provide its knowledge support and collaboration for the development of industry standards. In all cases, such activities must safeguard the confidentiality of the association data or of third parties, and they are subject to approval and coordination by those responsible for external communications.

Dialogue with associations and stakeholders interest representatives in general is of strategic importance for a correct development of the association business. For this reason, Med-TSO maintains communication relationships with them for the purpose of presenting Med-TSO's position, preventing possible conflict situations and, where necessary, cooperating in compliance with mutual interests.

4. Commitments to comply with the code and required behaviours

To give effectiveness to its Ethical Code and to induce respect for it as a consolidated practice within the Association, Med-TSO undertakes:

- to disseminate the Ethical Code to internal and external stakeholders with specific and differentiated communication activities depending on the interlocutors (for example, by delivering a copy of the Code to all collaborators, with dedicated sections in the Association's intranet, on its website or on documents where it is deemed necessary or with other targeted information or training initiatives).
- to indicate the system for reporting violations and indicate contact with people to clarify the interpretation of the Code.



- to ensure the confidentiality of the identity of the reporter and the confidentiality of the contents of the report, without prejudice to Legal obligations.
- to protect those who make reports in good faith and with a spirit of loyalty towards the Association from retaliation or negative effects on their professional position.
- to collect the reports, evaluate them according to the established procedures and, in case of confirmed violations, define any sanctions measured according to the seriousness of the violation.
- to integrate the Code when necessary to clarify cases not covered in the current version, through the spread of specific communications on the intranet, or to review and update it based on new ethical, environmental or social association policies.
- to verify and, if necessary, revise guidelines and procedures, to ensure their consistency with the Ethical Code.

Med-TSO requires all Recipients, without distinction, to read the Ethical Code and to get informed, in their direct relationships with Med-TSO, about its areas of application and any constraints.

Med-TSO requires:

- those who operate in the name and/or on behalf of Med-TSO to acquire the principles and guidelines of the Code, within their professional field, to compulsorily comply with the prescriptions and the required behaviours which directly concern the performance of their activity and to cooperate to ensure that the Code is respected throughout the Association.
- specific categories of stakeholders (suppliers, collaborators, etc.) to strictly comply with the rules of conduct set out in the Code (security, confidentiality, etc.) in their relationships with Med-TSO.

5. Clarifications on the code and reports of violation

For clarifications on the Code the reference is the Corporate Officer. **The Corporate Officer, therefore, will only receive requests for** clarifications on the interpretation of the Code. Its advice is not binding. The final decision on the actions to be taken accordingly to possible violations of the Code are exclusively up to the Secretary General to take the necessary measures.

For reports of violation the reference is the Secretary General. The Secretary General, therefore, will receive the report of the violation.

Med-TSO offers the reporter's maximum protection of confidentiality; it does not tolerate acts of retaliation and sanctions those who commit them. In the same spirit of loyalty, it requires that reports be made in a non-



anonymous form.

6. Revision of the Ethical Code

The integration, revision and updating of the Ethical Code take place upon input from the Employer and/or for legal compliance. This Ethical Code and any changes will be brought to the attention of the Association's Executive Board and approved by the General Assembly.

The Code will be published on the website of Med-TSO



UNITED NATIONS GLOBAL COMPACT PRINCIPLES

HUMAN RIGHTS

PRINCIPLE I

Enterprises are asked to promote and to respect Human Rights universally recognized within their respective spheres of influence.

PRINCIPLE II

They are asked to ensure that they are not, even indirectly, complicit in Human Rights abuses.

LABOR

PRINCIPLE III

Enterprises are asked to sustain the liberty of association of workers and to recognize the right to collective negotiation.

PRINCIPLE IV

The elimination of all forms of forced and compulsory labour.

PRINCIPLE V

The effective elimination of child labour.

PRINCIPLE VI

The elimination of all forms of discrimination in respect of employment and profession.

ENVIRONMENT

PRINCIPLE VII

Enterprises are asked to sustain a preventive approach to environmental challenges.

PRINCIPLE VIII

They are asked to undertake initiatives that promote greater environmental responsibility.

PRINCIPLE IX

To encourage the development and diffusion of environmentally friendly technologies.

FIGHT AGAINST CORRUPTION

PRINCIPLE X

Enterprises are committed to fighting corruption in all forms, including extortion and bribery.

Med-TSO - Viale Egidio Galbani,70 – 00156 Rome – Italy
info@med-tso.com • www.med-tso.org