

## TERMS AND REGULATION - PRENATAL RETAIL GROUP FOR WORKPLACE

**Workplace by Meta** (hereafter called "**Workplace**") is a digital tool shared by Prénatal Retail Group S.p.A. ("**PRG**") and its subsidiaries/controlled Companies ("**Group**").

Workplace has the purpose to form spirit community at PRG, engaging all the Countries and Brands, facilitating contacts among people and share of experiences, projects, information.

The present directives have the purpose to provide indications for the use of Workplace to all authorised parties (hereafter called "**User(s)**").

### 1. WORKPLACE QUALIFICATIONS

Access to Workplace is allowed to all Users, who shall be provided with a Workplace account in writing; the account is intended to be strictly confidential and not transferable to third parties. Access shall be permitted by Company e-mail address or, in the case of shop staff, by a unique personal code. In the event of resignations the User's profile shall be disabled. The posted contents shall remain available.

### 2. GUIDELINES FOR USE

Workplace shall be accessible by laptops supplied to headquarters staff as well as by smartphones and tablets supplied to shop staff.

On personal basis Workplace app may be downloaded and therefore utilised also on private devices outside business hours or during breaks.

### 3. CONTENT MANAGEMENT

The use of Workplace by all Users shall be aimed to sharing contents pertinent to PRG: corporate life, activities, events, projects, organisation, markets, competitors, customers, media.

Workplace is a neutral space consistent with the Group values, aimed at sharing, communicating and promoting a positive, inclusive and safe work environment; thereby it must be used in compliance with the following requirements.

It is strictly forbidden to post:

- comments of a political, religious, ethnic, sexual orientation nature or any discriminatory content;
- any illegal and/or immoral content (e.g. pornographic or of incitement to violence, hatred, and so forth).

Since it is a business social network, each User shall be responsible of posting and managing contents shared on Workplace. Prénatal Retail Group and/or its subsidiaries/controlled Companies reserve the right to suspend the User's account at any time if the above-mentioned terms are not honoured.

To ensure the proper use of the tool, administrators ("**Administrators**") and moderators ("**Moderators**") have been appointed; they shall be called to watch on relevance and appropriateness of contents in pre-set groups or groups created by Users, in compliance with the specified purposes of Workplace. Administrators and Moderators shall have the power to delete any inappropriate content, group, and report improper behaviours to the Human Resources Department.

It is understood that any User can autonomously report any inappropriate content to Administrators and Moderators.

Users cannot invite other users from outside the Group, except as in case of express written permission provided by Administrators.

In addition to what stated above, the User shall adhere to the rules in “Regulatory on acceptable Use Policies in Workplace” ([https://www.workplace.com/legal/FB\\_Work\\_AUP](https://www.workplace.com/legal/FB_Work_AUP)).

#### 4. SAFETY AND CONFIDENTIALITY

Each User is called to confidentiality on posted contents, therefore he/she must:

- Always verify recipients and group members when posting a message;
- Not provide access to his/her account to other users or third parties.

#### 5. PERSONAL DATA PROTECTION

Personal data shall be treated in accordance with what stated in the following policies: **LINK**

as well as what stated at the following links:

[https://www.workplace.com/legal/Workplace\\_GDPR\\_Addendum](https://www.workplace.com/legal/Workplace_GDPR_Addendum)

[https://www.workplace.com/legal/FB\\_Work\\_Privacy](https://www.workplace.com/legal/FB_Work_Privacy)

Each User shall be able to manage some personal information on his/her account.