## **Social Media Policy**

Interactions in digital channels undoubtedly offer huge benefits for all involved parties, but at the same time, they also carry risks and responsibilities. For this reason, we have developed a social media policy to provide our users with clear guidelines on the content and the way they can interact with SANTORELLI on social media. We also want to promote our rules of conduct in order to encourage the creation of an attractive and safe community.

#### Social Media channels of Santorelli

We use social media for institutional and general interest purposes. We wish to inform, communicate and encourage participation, discussion and dialogue with users and stakeholders. As Santorelli, we are currently active on the following social networks:

<u>LinkedIn</u>, where you can join us and our community of employees and corporate stakeholders;

<u>Instagram</u>, where you can get to know the daily work in our company and meet people who share their passion and experience.

<u>Facebook</u>, where you can watch new videos and photos about initiatives, social events, stories and interviews related to the company and the brand.

All profiles of managers, employees and partners on social networks are managed personally and in accordance with the internal social media policy.

## **Posts**

On our corporate channels we report about projects and facts about SANTORELLI, comment on participation in social events, conferences and trainings. We usually publish our own textual content, photos, videos and other multimedia materials, which you can then reproduce and distribute, crediting SANTORELLI as the source. We love to share and sometimes republish content and messages of public interest and usefulness posted by employees and third parties.

Comments and postings by users who mention or note/tag SANTORELLI represent the opinions of the individuals and not the company, which cannot be held responsible or associated with anything posted on third-party channels.

### **Interactions**

We strive to respond to as many questions and comments as possible, but reserve the right to use our own judgment in selecting messages to respond to.

We're happy to interact with you, but following an account, liking a post, or sharing content does not necessarily imply endorsement by us.

#### Moderation

On social media, everyone is responsible for the content they post and the opinions they express. We ask that you express your opinion in an honest and measured manner, based as much as possible on verifiable factual data, comply with the law and observe etiquette.

Be polite, courteous and respectful, even if you disagree with the opinion expressed.

Content that is offensive, misleading, alarming, illegal or inciting illegal activities, political or propaganda, violent or pornographic, obscene or violent will not be tolerated.

Nor will we accept sexual harassment or other relations that hurt people's feelings or violate the dignity of people and institutions, the rights of minorities and the principles of freedom and equality. Discriminatory and hooligan content based on gender, race, ethnicity, language, religious beliefs, political views, sexual orientation, age, personal and social conditions are not allowed.

Content that infringes copyright or uses registered trademarks without permission is not permitted.

Keep the conversation current and contribute to the dialogue.

Off-topic, out-of-context, spam and promotional content and comments will be carefully moderated.

Posts from fake or anonymous profiles will be deleted once detected.

Comments and posts written with the purpose of disrupting the discussion or insulting will not be accepted.

Santorelli reserves the right to remove content and comments that violate the law or this Social Media Policy.

# **Privacy protection**

An essential requirement for posts and discussions on our social channels is the public interest. It is not possible to use these spaces for viewing personal cases:

We would like to remind you that the processing of your personal data is in accordance with the policies used in the platforms. Therefore, in addition to this policy, please read carefully the terms and conditions of the various social networks before using them;

Please note that personal data such as email addresses, telephone numbers or home addresses published publicly in the form of comments or posts on SANTORELLI social profiles may be removed in order to preserve the privacy and protection of the persons concerned.