Recitals

In the journey towards achieving the Sustainable Development Goals of the 2030 Agenda and a fair transition, it is essential to focus on people and on promoting diversity, equity and inclusion in order to 'Leave No One Behind', as encouraged by the UN 2030 Agenda.

Studio Tre Società Benefit S.p.A. (hereinafter Studio Tre) firmly believes that the development of a corporate culture of inclusion is not only fundamental from an ethical standpoint, but is essential for making its business model more attractive and competitive, and above all, ready to meet future challenges. For this reason, it has adopted this Diversity and Inclusion Policy as a formal expression of public commitment and responsibility to these issues, in compliance with fundamental human rights and freedoms.

This document has been drafted with the contribution of the various corporate departments (Human Resources, Administration and Management) and adapted in accordance with the organisation's size and relevant industry sector.

Purpose

The objective of the D&I Policy is to help create a working environment that values and respects all people, offering them equal opportunities for growth and improvement, opposing all forms of discrimination, ensuring fair treatment for all employees and involving stakeholders in a journey of shared values and principles towards the achievement of an inclusive economic system.

It is also expected to deliver a range of benefits, including an overall improvement in performance, reputation and corporate image.

Values and Legal Framework

Studio Tre places the principles that define its identity and mission – to break down linguistic, cultural and social barriers – at the core of its organisation. Our "Charter of Values", a document that has guided our daily work and our relationships with people since 2014, fosters passion, listening and trust:

- Communication to break down linguistic, cultural and social barriers
- Meritocracy that fulfils and meets the expectations and aspirations of each individual, providing ongoing training and the integration of skills
- Listening and sharing to encourage everyone to unlock their talent, express their ideas and share a common strategy aimed at achieving the set objective.

This was the starting point for working towards ISO 30415:2021, which this document references, demonstrating our intention to create an inclusive organisation, recognising the value of diversity, acting responsibly, and working and communicating in an inclusive way.

The applicable Italian legislation, as reflected in the contractual documents with employees, suppliers and clients, together with the Code of Ethics (available on www.traduzionistudiotre.it) complete the relevant regulatory framework. The provisions of the Code apply to all those who work in the Company, in any capacity, contributing to its business activities.

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Commitment and Responsibility

Studio Tre recognises the diversity of its employees as an added value; it fosters the development of a business culture built on respect and the appreciation of diversity in all its forms and manifestations and at all levels.

All employees

- are unique, with their experiences, abilities and qualities;
- are encouraged to demonstrate their talent to everyone, to express and share their ideas with others;
- are guided towards the achievement and fulfilment of their expectations and aspirations.

Studio Tre rejects all forms of discrimination based on religion, sexual orientation, race, political beliefs and social status, and anything else that may diminish individual dignity and interfere with professional growth.

Discrimination is not tolerated at any level:

A) In the workplace: Studio Tre does not accept any type of harassment or undesired behaviour, whether it is of a sexual, discriminatory, social or racial nature, or has a detrimental impact on personal dignity in any other way.

B) In relationships with employees and other members of the team, Studio Tre avoids all forms of discrimination.

The recruitment processes are open to everyone, the selection procedures are based on merit, and skills are always assessed impartially. From the beginning to the end, relationships with employees and other members of the team are managed fairly, impartially and transparently.

C) In terms of the supply chain, Studio Tre selects its suppliers using clear, transparent procedures based on objective, impartial and fair criteria, in order to gain a competitive advantage in a cost-effective way, without forgoing technical/economic capabilities that are assessed according to the specific nature of the services to be provided.

Internal Relations

Studio Tre implements a range of inclusive policies, which make it possible within the organisation for:

- employees to benefit from flexible working hours and hybrid working arrangements, to enable them to have a better work-life balance (with a lower impact on the environment, thereby reducing CO_2 emissions); staff working remotely can also participate in training courses, meetings and other collaborative activities that form part of daily working life. The ‘birthday present’ initiative, now in its third year, is greatly appreciated by the team. It gives each employee a paid day off to spend on their birthday with whomever, wherever and however they choose;
- all employees, regardless of their professional background, to broaden their skills and knowledge within a team that is open to dialogue and always ready to create value;
- all employees, from the recruitment process onwards, to be able to assess themselves and know their own personality using the DISC TEST so that they can subsequently interact with their colleagues in the most effective way, while respecting their own aptitudes and emotional characteristics;

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- organising training and awareness-raising courses on topics relating to D&I (such as communication, team building, emotional intelligence, mindfulness, and mental and physical wellbeing), with the aim of fostering behaviour and self-expression that respect the integrity of others;
- benefiting from an open-plan working environment designed to foster communication, creativity and team interaction; a dedicated relaxation area has been created where members of the team can take breaks, as well as a fully equipped kitchen available for employees who take their lunch break in the office, where they can socialise and share ideas.

External Relations

As part of its service offering, Studio Tre pays attention not only to changing market demands and ongoing research into language services tailored to companies' developing requirements, but also to D&I principles, with the aim of reaching as many people as possible.

With this in mind, it offers language accessibility services such as Sign Language Interpreting, Braille Transcription, Closed Captioning and Audio Description.

The Marketing and Communications department uses inclusive images in respect of age, race, gender and socioeconomic background and language that is as gender-neutral as possible. The use of emoticons is also avoided to facilitate readability by screen readers for people with visual impairments, as well as the use of stereotypes that could reinforce prejudice or discrimination, by representing people in a variety of roles rather than limiting them to conventional clichés.

In accordance with EU Directive 882/2019, Studio Tre has integrated its website with an interface that makes the content accessible to people with hearing, visual and cognitive disabilities. This is both an ethical responsibility and a concrete opportunity to expand its market and attract talent. This tool is accompanied by an Accessibility Statement, which can be viewed at the following link https://www.traduzionistudiotre.it/en/accessibility-statement/.

With the aim of contributing to a more inclusive future, Studio Tre has invested in raising awareness of and promoting D&I principles among its external stakeholders.

Over the years, it has supported numerous initiatives, non-profit organisations and local associations, promoting projects aimed at achieving clearly defined objectives for the common good (gender equality, quality education, decent work and economic growth, accessibility to essential services for vulnerable people and people with disabilities), set out in the UN 2030 Agenda for Sustainable Development.

Future Goals

The Company aims to implement this policy at all levels.

Within the organisation, we aim to build on the efforts already made and continue to invest in training and awareness-raising activities in this area.

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Externally, our aim is to offer clients ever-evolving language solutions that keep pace with technological innovation and provide them with the tools necessary to achieve key inclusivity goals, improve corporate performance and enhance content accessibility.
Our efforts and ongoing commitment to raising awareness of and promoting D&I values are constant.

Recipients and Scope of Application

This document applies to all those who operate, at any level and in any area, within Studio Tre's working and business environment: shareholders, directors, employees, associates, consultants, suppliers, clients and any business partners.
All staff are required to comply with the principles set out in this policy in all their dealings with colleagues, clients and suppliers and with anyone else with whom they come into contact in the course of their work.
This document is incorporated into the policies, processes and organisational practices and is widely disseminated through publication on the website www.traduzionistudiotre.it

Approval and Updating of Policy

This Policy is subject to periodic review whenever Italian and international regulations, which are referenced as best practice, are amended or subject to judicial interpretations, or when otherwise deemed necessary. This document shall also be made available in the Legal section of the website.

Reggio Emilia, 31/12/2025

Stamp and signature of Legal Representative

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