

Molinari Agostinelli

studio legale



Sustainability Report 2022

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# 1. Letter to stakeholders

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Molinari Agostinelli is a young company, having been active for just a few years. Since its establishment, however, it has carved out a prominent place in the Italian and international legal landscape, thanks to the credibility of its founding partners, the expertise of its professionals, and the excellence of the work performed and services provided to its clients. This path of growth, in line with the firm's core values (Commitment, Quality, and Integrity), continues.

Today, Molinari Agostinelli aims to take another step forward, having chosen to publish, for the first time, a Sustainability Report for 2022.

The current situation, characterized by both contingent and structural difficulties (such as the pandemic, conflicts, climate emergencies, social tensions, and technological innovations), is complex and constantly evolving, profoundly impacting the lives of individuals and the society of which we are a part. This context presents a challenge that can no longer be ignored, and to be overcome, requires a contribution from everyone, with the goal of leaving future generations a better environment, a more equitable and open society, and a safer world.

The world of professions, and of the legal profession in particular, has finally realized the importance of sustainability and the need to intervene in the organizational models and operational practices of professional firms to be more compatible with the concepts inherent in this word. It is necessary to rethink the professional firm, creating a model that can ensure the satisfaction of the needs of the current generation of professionals, without compromising the ability of future generations to fulfill their own needs.

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Molinari Agostinelli, in its own small way, wants to contribute to the creation of a new model of professional firm, recognizing that sustainability is a long-term journey and that every behavior, even if seemingly of little importance, can be fundamental to achieve the change that this challenge requires over time. Only virtuous behavior that becomes habit produces change.

In this perspective, respect, ethics, and the human qualities of individuals are fundamental values for our firm. The professional partnership is based on the capital represented by the people who work for it. For this reason, the well-being, training, professional growth, and sense of belonging of all our professionals and employees, are essential for our success. This is why we have always favored an informal, collaborative, and communicative approach among everyone within the firm, without distinction of roles or responsibilities.

In addition to this approach, which has characterized us from the beginning, in 2022 Molinari Agostinelli established an internal ESG Committee, primarily composed of equity partners of the firm, with the aim of promoting, facilitating, and deciding on sustainability initiatives, regarding both the environment and social and governance aspects. Furthermore, a Social Committee was formed, consisting of other professionals from different categories within the firm, tasked with identifying and proposing initiatives to support, including with financial contributions, non-profit organizations with social and environmental purposes.

This Sustainability Report aims to represent a synthesis of what we have done and intend to do in the environmental, social, and governance areas.

In the area of the environment, we have favored the conscious use of material resources, encouraging recycling, limiting the use of paper and printing, and eliminating plastic. We have also implemented energy-saving and efficiency-enhancing procedures and practices, promoting low-impact environmental mobility.

On a social level, we have actively contributed, both financially and through individual participation involving all of the firm's professionals and employees, to initiatives in support of non-profit organizations, for the protection of the environment, assistance to poor individuals, and helping young people in difficult social and family situations. We have also provided pro-bono assistance and advisory activities for needy persons and segments of the population.

In terms of governance, we have implemented policies of inclusion and access to the firm in favor of individuals of any gender and orientation, initiated personnel selection processes for protected categories, and implemented procedures that favor female candidates when conditions of experience and competence are equal. Furthermore, during 2023, we implemented policies for the lawful and responsible use of the firm's information systems, established a series of internal and cross-functional committees (including the Human Resources Committee) with the aim of enhancing well-being and efficiency within the firm, and created a smart working system aimed at promoting the work-life balance of professionals.

We believe that the publication of this Sustainability Report can be not only a source of satisfaction but also an additional stimulus for all stakeholders of Molinari Agostinelli to fully embrace sustainability parameters and over time, to achieve the change that we all seek in the world.

Nicolo' Juvara  
Chairman ESG Committee



## 2. Organization

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### 2.1. Our history: about us

*Molinari Agostinelli is a young company, having been active for just a few years. Since its establishment, however, it has carved out a prominent place in the Italian and international legal landscape, thanks to the credibility of its founding partners, the expertise of its professionals, and the excellence of the work performed and services provided to its clients.*

Molinari Agostinelli was founded in 2017 by Ugo Molinari and other renowned professionals, including Alessandro de Botton, Marinella Ciaccio, and Margherita Santoiemma.

Just a few months after its establishment, the firm welcomed Nicolo' Juvara into the partnership, further strengthening the Corporate practice of the firm and expanding its expertise, particularly in the insurance sector, where he is one of Italy's leading experts.

Since then, the growth of the firm has continued steadily, and in 2021, it was transformed into a super-boutique with the entry of Riccardo Agostinelli as a name partner, leading to a change in the firm's name. This operation, driven by criteria of strategy and standing, on the one hand led to expanding the firm's scope to provide comprehensive coverage in the field of banking & finance, and on the other hand, introduced a team of professionals with international as well as domestic experience. These professionals bring a wealth of technical expertise and relationships, further enhancing the firm's capabilities and potential.

At the beginning of 2022, another significant step in the firm's development was the launch of the tax law practice under the leadership of Ottavia Alfano. This addition allows the firm to offer an even more integrated and complete service in the realm of highly complex extraordinary transactions.

Today, Molinari Agostinelli, based in Milan, is an independent law firm specializing in complex cases, providing clients with high-quality and technically innovative legal solutions with commitment and integrity.

On a geographical level, the firm primarily operates in the Italian market but has established collaborative relationships with reputable international law firms to handle cross-border activities.

### Our activities

[Corporate and Commercial Law](#) | [Mergers and Acquisitions – Private Equity](#) | [Crisis and Insolvency Settlement and Debt Restructuring](#) | [Insurance Law](#) | [Real Estate Law](#) | [Banking and Finance Law](#) | [Litigation and Arbitration](#) | [Tax Law](#) | [Administrative Law](#)

The firm provides legal advisory services to industrial groups, banks, insurance companies, financial intermediaries, investment funds, and asset management companies in both in-court and out-of-court matters.

It focuses primarily on corporate and commercial law, through dedicated teams for specific areas, managed by one or more leaders depending on the size of the client groups.

The firm is part of the legal advisory panels for leading domestic and foreign banking groups and insurance companies, including Assicurazioni Generali, Banca Monte dei Paschi di Siena, Cassa Depositi e Prestiti, BNP Paribas, UniCredit, and Zurich, to name just a few.

## Membership in associations

The firm is affiliated with various industry-specific institutions and practice groups, including AIFI, Agidi, Italian Insurtech Association, International Association of Insurance Law, and Pro Bono Italia.



Italian Association of Private Equity, Venture Capital, and Private Debt, established to develop, coordinate, and represent, in institutional settings, the entities active in the Italian market.



Association that brings together legal professionals who primarily practice in the real estate field with the aim of promoting integration between legal expertise and specializations and ensuring excellence in legal consulting and assistance services.



Italian association for actors in the insurance sector who aim to innovate and develop products and offerings to address the new challenges posed by the digital consumer.



A non-profit association founded in 1960 with the aim of promoting international collaboration in the study of insurance law, comparing different national legislations, and contributing to the preparation or uniform implementation of international agreements.



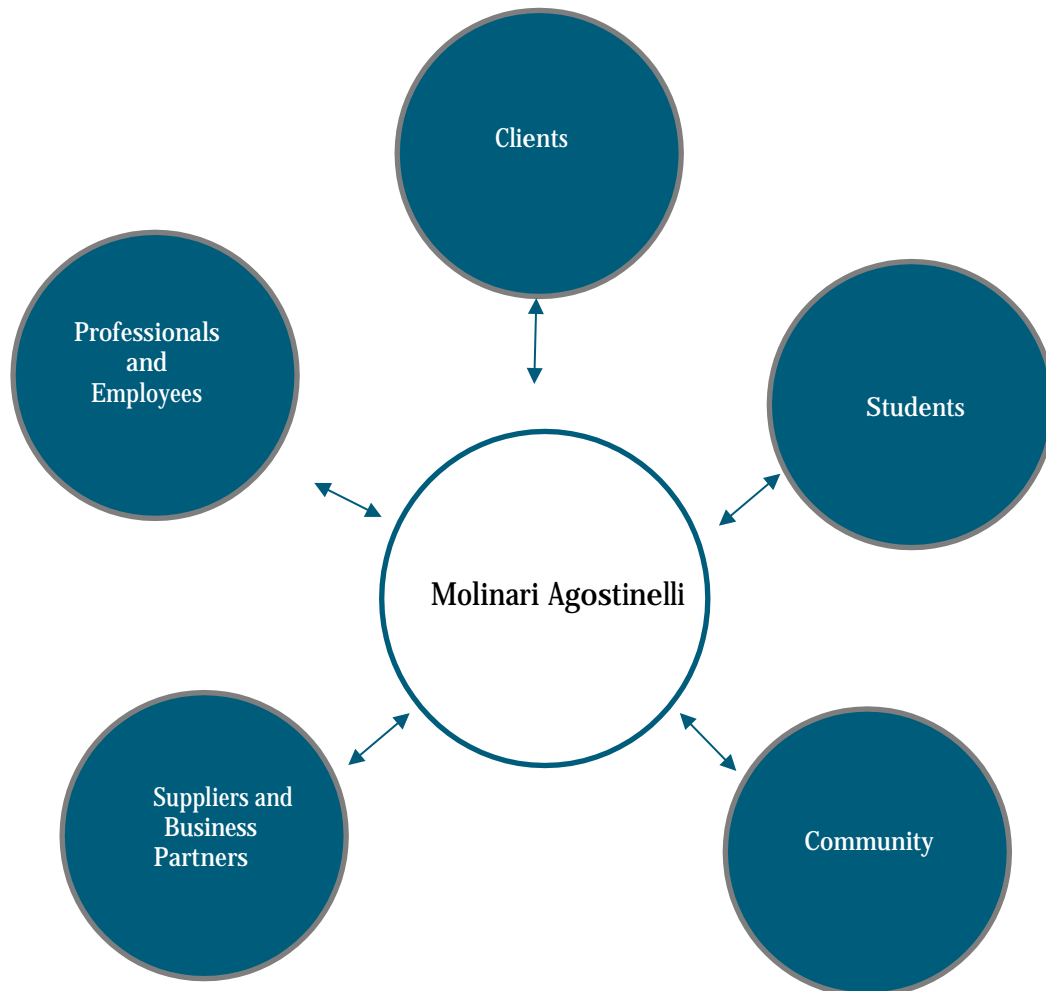
The first independent, apolitical, non-partisan, and non-profit association composed of lawyers, law firms, and bar associations, for the promotion of a pro bono culture in Italy.



## Our stakeholders

With this sustainability report, we aim to meet the growing requests for transparency from all our stakeholders, who wish to understand the structure of our governance, the actions we have undertaken to pursue sustainable development, and the goals we have set for the future.

Our main stakeholders include our clients, professionals and employees, students, suppliers, and the local communities in which we operate.



We strive to offer quality legal services to our clients, with particular attention to their satisfaction and providing ethical legal advice. We maintain an open dialogue with our clients to understand their needs and ensure that our services meet their expectations.

Our associates and employees represent a fundamental resource for the success of our law firm. We promote an inclusive and respectful working environment that encourages diversity, equity, and equal opportunity. We invest in the training and professional development of our employees, offering growth opportunities and incentives for a healthy work-life balance.

We recognize the value and potential of young university students as important stakeholders in our law firm. We seek to engage students through various initiatives aimed at promoting their education, professional development, and understanding of the dynamics of the legal industry.

We collaborate with our suppliers to encourage sustainable business practices. We carefully assess our suppliers based on sustainability criteria, including ethical, environmental, and social standards. We seek to work with suppliers who share our values and are committed to sustainability.

We also acknowledge our responsibility towards the local communities in which we operate. We support community initiatives through sponsorships, volunteering, and assistance to non-profit organizations that aim to improve people's living conditions.

The active engagement of these stakeholders in our sustainability strategy allows us to create a positive impact on people, the planet, and society as a whole. We encourage professionals and staff to freely share ideas and suggestions aimed at improving professional satisfaction and well-being within the workplace and promoting virtuous practices outside the firm. We will continue to assess and enhance our practices to maintain a strong sustainability balance consistent with our values and goals.



## 2.2 Our governance

*The firm's governance aims to ensure transparency and collective decisions in the management and planning of activities and promote growth with a focus on sustainable development.*

Molinari Agostinelli is an Italian professional partnership based in Milan and consists of nine equity partners and nine salary partners.

The firm's governing bodies are:

the **General Meeting**, composed of all the equity partners (six men, three women), with the power to determine the strategic direction of the firm, authorize acts of extraordinary administration, and approve the annual budget and profit distribution;

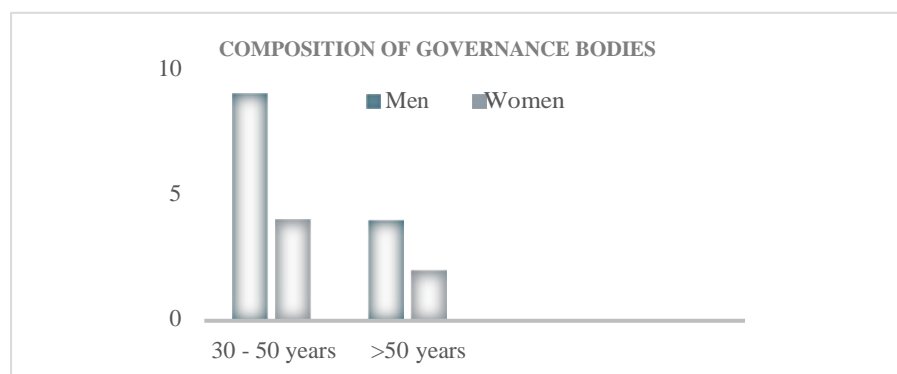
the **Management Committee**, composed of three permanent equity partners based on their shares in the partnership, and three equity partners appointed by the General Meeting. This Committee is responsible for overseeing the regular conduct of the firm's activities and coordinating them from an organizational and administrative perspective;

the **Chairman** of the firm, with the authority to represent the firm in regard to third parties, presides over the General Meeting and the Management Committee. The Chairman is the **founding partner**, Ugo Molinari; and

the **Coordination Committee**, consisting of all equity and salary partners and senior counsel on a permanent basis. Its task is to optimize the management of the firm's professionals in relation to ongoing assignments based on competence, seniority, and availability. The committee meets on a weekly basis for this purpose.

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The renewal of the governance structure is currently underway and will be the subject of the next sustainability report.



## Sustainability governance

In 2022, in line with industry best practices, the firm established an ESG Committee and a Social Committee to integrate environmental, social, and governance factors into the firm's strategy, ensuring adequate oversight and coordination of activities aimed at achieving sustainable development goals.

The **ESG Committee**, chaired by an equity partner and composed of the two name partners, meets bi-monthly to integrate environmental, social, and governance factors into the firm's strategy, ensuring adequate oversight and coordination of activities aimed at achieving sustainable development goals. The ESG Committee also monitors the status of ongoing initiatives and evaluates potential new projects.

The **Social Committee**, composed of professionals with varying levels of seniority, is responsible for selecting and supporting projects dedicated to individuals and communities in need, -on an annual basis. The projects also focus on protection of the environment, through financial contributions and the development of volunteer programs. The Social Committee is renewed annually based on voluntary participation, taking into account the principles of diversity and seniority.

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The ESG Committee reports the results of its activities to the Management Committee.

All of the equity partners are involved in ESG matters to some extent, through receiving information or playing an advisory or decision-making role, depending on the specific cases. Firm employees are regularly informed about ESG initiatives and are also involved in the selection of financial contributions and volunteer initiatives through the Social Committee.

The evaluations made by the Social Committee and the ESG Committee are generally endorsed by the Management Committee, the General Meeting, and the Chairman of the firm.

Furthermore, periodic town hall meetings are planned to update collaborators and staff on the latest developments and ensure general alignment with the firm's mission and goals.

The Chairman and the General Meeting have appointed Nicolo' Juvara as Chair of the ESG Committee, who has delegated the responsibility for implementing ESG decisions to an employee in coordination with the rest of the firm's organization.

## Conflicts of interest

The firm applies policies on conduct aimed at preventing conflicts of interest in compliance with the Legal Code of Ethics as approved by the National Bar Council and in force since June 12, 2018. The firm's own policy on conflicts of interest is currently being prepared in written form.

The principles and rules aimed at avoiding conflicts of interest are known to all professionals in the firm as they are part of the ethical rules which they are legally obliged to follow.

### **Dissemination of the firm's corporate governance system and communication of critical issues**

All members, associates, and employees of the firm are informed about the structure and composition of the firm's governance bodies, and regular meetings are organized for updates.

Any critical issues are reported directly by the individuals concerned to the management bodies of the firm.



Each associate in the firm is assigned one or more equity and/or salary partners with the role of tutor and assistance in identifying and managing any personal or professional issues encountered within the scope of the firm's activities.

### **Integrated political commitments**

The implementation of commitments that align with the goals set by the firm is decided on and monitored at the level of the firm's ESG Committee and Management Committee, which assume the respective responsibility for implementation. These goals are also taken into account in the selection of partners and commercial suppliers for the firm.

Pro bono legal advisory activities, as well as other volunteer initiatives that align with the goals set by the firm, are carried out by the partners and associates of the firm in accordance with their specific skills and professional commitments.

## 2.3 Our mission and our values



Passion for the profession and dedication to the client are the driving forces that motivate us to seek innovative and tailor-made solutions for every need.



We offer professional services of high quality and excellence through a combination of factors, such as a multidisciplinary approach and investment in the continuous and careful training of professionals.



We select assignments and conduct our activities according to the highest standards of integrity and independence, refraining from professionally illegitimate or unethical behavior, in compliance with the law.

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*At Molinari Agostinelli, we believe that the value generated by our professional activities also encompasses factors of environmental protection, attention for surrounding communities, and corporate ethics.*

We aim to integrate sustainability into the firm's activities and make it an essential component of our identity.

We want to be useful, creating lasting and sustainable benefits for all our stakeholders. We aim to ensure a discrimination-free work environment that provides equal opportunities.

### Our commitment



The commitments made by the firm regarding sustainability are aligned with the 2030 Agenda for Sustainable Development, which was adopted on September 25, 2015 by the governments of the 193 member countries of the United Nations and approved by the UN General Assembly. The Agenda consists of 17 Sustainable Development Goals (SDGs) framed within a broader plan of action comprising 169 associated targets regarding environmental, economic, social, and institutional development to be reached by the year 2030.



The firm has selected 4 out of the 17 Goals and intends to pursue them by supporting projects and activities aimed at reducing poverty, combating inequality, addressing climate change, and building peaceful societies that respect human rights. The non-profit and social organizations with which the firm engages are chosen through a process of due diligence regarding the goals and activities of each candidate organization, carried out by the Social Committee.

The ESG Committee has decided to schedule periodic town hall meetings in order to update partners, collaborators, and staff on the latest developments and ensure that everyone is aligned with the

mission and overall objectives of our firm.

Suggestions received voluntarily from personnel, collaborators, and clients are always considered when adopting measures and participating in initiatives organized by the ESG Committee.

## 2.4 People at the center

*People are the added value of the firm and enable us to carry out our mission, values, and business over time.*

*We believe that success can only be achieved with a team where everyone can contribute with their skills and potential. For this reason, we promote a diverse and inclusive work environment, characterized by respect and openness.*

As of December 31, 2022, our staff consisted of 66 human resources, 44 of which were between the ages of 30 and 50. These numbers reflect the high degree of dynamism of our firm, which is capable of ensuring growth and solidity in the career path of the young professionals who choose us.

Investing in human capital today is the key element that allows us to create value within the firm, ensuring that all associates and employees have a discrimination-free environment that guarantees equal opportunities and allows them to fully express their potential.

The firm is committed to not considering any social, religious, or economic aspect as a discriminating factor in both the personnel selection processes and the workplace, ensuring equity of treatment from an economic and social standpoint.



The firm pays special attention to the issue of parenthood, and in this regard, it has adopted measures such as granting a period of parental leave, supplementing the maternity allowance provided by the *Cassa Forense* legal fund, and offering new mothers the possibility to work part-time upon returning from maternity leave.

In order to promote and maintain internal cohesion, the firm organizes a series of experiences that take place outside of the workplace and aim to create a dynamic environment for growth, both in terms of performance and on a human and social level. These experiences include retreats, outings, regular social gatherings, and sports tournaments.

At the bottom of this document, a detailed table on gender diversity within the firm is available.

### Remuneration

The remuneration of equity partners is based on the annual profits from the firm's operations, distributed 50% in accordance with their membership shares in the partnership, and 50% based on percentages determined annually by the General Meeting, considering the contributions made to the firm's growth.

Salary partners receive a fixed monthly compensation along with an additional payment made in two installments throughout the year.

Any entry incentives are negotiated on a case-by-case basis.

No clawback clauses are foreseen.

### **Procedure for determining compensation**

Given the importance of the firm's associates in reaching its goals, Molinari Agostinelli is committed to compensating its collaborators and employees based on principles of transparency and meritocracy.

The compensation of salary partners, associates, and employees of the firm undergoes an annual review, following a benchmark analysis of the legal services market. It may be subject to increases or reductions, in both the fixed and variable components, based on the performance of the firm and of individual associates in the previous year.

The process of determining compensation for the firm's legal professionals is managed by the equity partners.



### 3. Materiality analysis

In order to identify the material topics, a benchmark analysis of the most prevalent material topics in the industry was conducted, combined with an analysis of the main initiatives undertaken by Molinari Agostinelli.

This latter analysis resulted in the identification of 7 material topics that define the company's ESG (Environmental, Social, and Governance) identity.

Initiative	Material topic
Elimination of single-use plastic materials	Responsible use of materials
Monitoring paper usage	
Optimization of recycling practices	Sustainable waste management
Energy efficiency improvements (including the installation of presence detection sensors and timers for automatic lighting control during nighttime and weekends)	Energy efficiency
Possible collaboration through seminars/workshops in the corporate field with the Corporate Law Academy of Bocconi University for a Pro Bono Italia Association;	Training and growth of associates
Establishment of a Social Committee, composed of two partners and three associates, with the goal of identifying non-profit associations, or charitable initiatives in general, to receive donations;	Support for the community
Implementation of a selection process aimed at achieving gender equality among associates at 50% and hiring personnel from protected categories	Inclusion and gender diversity
Formation of an ESG Committee	Sustainability governance
Planning periodic town hall meetings to keep employees and staff updated on the latest developments and ensure alignment with the firm's mission and general goals.	

In addition to the previous material topics, based on Molinari Agostinelli's industry sector, the adoption of the following material topic has been decided:

Transparency, anti-money laundering, and privacy protection

Based on the aforementioned material topics, the following indicators - both GRI and custom - are suggested for sustainability reporting by Molinari Agostinelli:






Material topics	Indicators
Sustainability Governance	GRI 2-12: Role of the highest governance body in supervising impact management
	GRI 201-1: Economic value generated and distributed directly
	GRI 2-22: Statement on sustainable development strategy
Transparency, anti-money laundering, and privacy protection	GRI 205-3: Incidents of confirmed corruption and actions taken
	GRI 418-1: Confirmed complaints regarding customer privacy violations and customer data loss
Responsible use of materials	GRI 301-1: Materials used by weight and volume
Sustainable waste management	GRI 306-1: Waste production and significant waste-related impacts
	GRI 306-2: Management of significant waste-related impacts
	GRI 306-3: Waste produced
Energy efficiency	GRI 302-1: Energy consumed within the organization
	GRI 302-2: Energy consumed outside the organization
	GRI 302-3: Energy intensity
Employee Training and Development	GRI 404-1: Average annual training hours per employee
	GRI 404-2: Employee skills enhancement programs and transition assistance programs
Support for the community	GRI 2-28: Memberships in associations
Gender Inclusion and Diversity	GRI 405-1: Diversity of governance bodies and employees



The previous indicators have been supplemented with the Universal GRI Indicators, reporting on which determines the methodology of preparation "with reference to" or "in accordance with" the GRI Standard, with the exception of the first five that are always obligatory.

	Description of GRI indicator
Universal Standards	GRI 2-1: Organizational details
	GRI 2-2: Entities included in the organization's sustainability reporting
	GRI 2-3: Reporting period, frequency, and contact point
	GRI 2-4: Revision of information
	GRI 2-5: External assurance
	GRI 2-6: Activities, value chain, and other business relationships
	GRI 2-7: Employees
	GRI 2-8: Workers who are not employees
	GRI 2-9: Governance structure and composition
	GRI 2-10: Appointment and selection of the highest governance body
	GRI 2-11: Chair of the highest governance body
	GRI 2-12: Role of the highest governance body in supervising impact management
	GRI 2-13: Delegation of responsibility for impact management
	GRI 2-14: Role of the highest governance body in sustainability reporting
	GRI 2-15: Conflicts of interests
	GRI 2-16: Communication of critical issues
	GRI 2-17: Collective knowledge of the highest governance body
	GRI 2-18: Assessment of the performance of the highest governance body
	GRI 2-19: Remuneration policies
	GRI 2-20: Process for determining remuneration
	GRI 2-21: Annual total remuneration report
	GRI 2-22: Statement on sustainable development strategy
	GRI 2-23: Commitment policy
	GRI 2-24: Integrated commitment policy
	GRI 2-25: Processes to mitigate negative impacts
	GRI 2-26: Mechanisms for seeking advice and raising concerns about responsible business conduct
	GRI 2-27: Compliance with laws and regulations
	GRI 2-28: Membership in associations
	GRI 2-29: Approach to stakeholder engagement
	GRI 2-30: Collective bargaining agreements

	GRI 3-1: Process for determining material topics
	GRI 3-2: List of material topics
	GRI 3-3: Management of material topics

This table highlights how the material topics considered relevant for the company and the corresponding indicators reported align with the Sustainable Development Goals (SDGs) outlined in the United Nations' 2030 Agenda. This association has been established based on the official mapping provided by GRI standards.

Material topics	Indicators	Contribution to UN 2030 Agenda
Sustainability governance	GRI 2-12: Role of the highest governance body in supervising impact management	
	GRI 201-1: Direct economic value generated and distributed	
	GRI 2-22: Statement on sustainable development strategy	
Transparency, anti-money laundering, and privacy protection	GRI 205-3: Confirmed incidents of corruption and actions taken	
	GRI 418-1: Confirmed complaints regarding violations of customer privacy and customer data loss	
Responsible use of materials	GRI 301-1: Materials used by weight and volume	
Sustainable waste management	GRI 306-1: Waste production and significant waste-related impacts	
	GRI 306-2: Management of significant waste-related impacts	
	GRI 306-3: Waste produced	
Energy efficiency	GRI 302-1: Energy consumed within the organization	
	GRI 302-2: Energy consumed outside the organization	
	GRI 302-3: Energy intensity	
	GRI 305-2 - Indirect GHG emissions from energy consumption (SCOPE 2)	
Training and growth of associates	GRI 404-1: Average hours of annual training per employee	
	GRI 404-2: Employee skills enhancement programs and transition assistance programs	

Community support	GRI 2-28: Membership in associations	
Inclusion and gender diversity	GRI 405-1: Diversity of governance bodies and employees	 

## 4. Economic and Governance Responsibility

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*Ethics, confidentiality, information security, and integrity are essential elements for us in our relationship with our clients and form the basis of sustainable success.*

### **Management of transparency, anti-money laundering, and privacy protection**

The firm's client base does not include public agencies and handles operations at low risk of corruption.

Since its establishment, the firm has implemented procedures and policies aimed at preventing money laundering risks in accordance with applicable regulations and industry best practices.



A dedicated anti-money laundering team has been established, consisting of three staff members and a supervisory partner, demonstrating the importance that the firm places on risk management in this area.

From the opening of a case, within 30 days, forms are sent to the client via certified e-mail (PEC) to collect information about the legal representative and the beneficial owner, which must be completed and digitally signed. At the same time, within the firm, the professional assigned to the case must conduct a risk assessment in relation to both the client and the specific operation. All documentation is stored in digital and paper form at the firm.

The firm collaborates with an external expert who, in coordination with the internal figure responsible for this function, performs periodic random checks to ensure that the activity has been carried out correctly.

### **Timesheet**

Each professional is required to regularly complete timesheets with a detailed description of the activities performed, so that they can be made available to clients upon request or on a periodic basis. Billing is carried out through a management system that automatically applies the rates agreed upon with the client at the opening of the case (hourly, fixed fee, or in installments).

### **Data security and protection**

As of today, no cases of data and/or information loss have been recorded.

Confidentiality, security, and integrity are the three pillars that guide us in managing confidential information to ensure the highest level of data protection for our clients and resources.

The following are some of the measures and tools adopted internally to prevent loss or potential misuse of data, or unauthorized access to the same:

#### Information security and data protection

- ◆ implementation of Cisco ASA 5516 cluster firewalls - with regularly updated rules and firmware
- ◆ adoption of Mimecast S1 with TTP protection and sandboxing for incoming emails
- ◆ Server Integrity monitoring and intrusion detection
- ◆ adoption of proxy filter software

#### Backup

- ◆ daily backups to an external NAS with 30 days of retention
- ◆ creation of 3 daily shadow copies of shared data files
- ◆ server snapshotting
- ◆ daily backups to offline remote servers

#### Security policy

- ◆ password expiration set to 90 days
- ◆ application of medium complexity password criteria
- ◆ remote access through Parallels RAS using a high-security protocol with 128-bit encryption and Multi-Factor Authentication (MFA) via OTP generated on the user's mobile device
- ◆ server infrastructure located outside the office in a Tier 3 Data Center (COLT – Via Lancetti 23, Milan) with restricted access to authorized personnel only and 24/7 surveillance service
- ◆ Use of laptops encrypted via BitLocker
- ◆ Dedicated server for encryption management

#### Document management

- ◆ adoption of a document management system (Opentext), regularly updated with patching according to the manufacturer's best practices;
- ◆ access to the system restricted to internal users only;
- ◆ specific permissions set for each client/case;
- ◆ complete log of all accesses to stored files.

Our security standards and IT infrastructure are continuously adapted to changing technical, legal, and organizational conditions. In March 2020, in accordance with health protection measures adopted to counter the spread of Covid infection, our team of experts supported all the firm's resources in transitioning to remote working mode and provided all the necessary guidance for managing data protection and security while working remotely.



## 5. Environmental protection

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*At Molinari Agostinelli, we believe that the value generated by our professional activities encompasses factors related to environmental protection, consideration for surrounding communities, and corporate ethics.*

We believe that acting according to a sustainable business model that creates long-term value means committing to environmental conservation, paying particular attention to resources used and the management of our infrastructure, and seeking innovative solutions to minimize the (direct or indirect) impacts generated.

We are aware that our business has an impact on the environment, and we are equally determined to integrate sustainability into the daily activities of the firm and make it an essential component of our identity.

This is the context for the firm's decision to support the "**Forestami**" project, promoted by the Metropolitan City of Milan, the Municipality of Milan, the Lombardy Region, Parco Nord Milano, Parco Agricolo Sud Milano, ERSAF, and the Milan Community Foundation. The goal is to increase natural capital, clean the air, improve the quality of life in greater Milan, and counter the effects of climate change.



Planting 3 million trees in the metropolitan area of Milan – multiplying the number of plants along streets, squares, courtyards, on rooftops, and on the facades of our homes - is the most effective, cost-efficient, and engaging way to slow global warming, reduce energy consumption, clean the air we breathe of particulates, and improve the well-being of citizens.

### 5.1 Energy consumption

#### Energy efficiency management

With a focus on reducing energy consumption, the firm has installed presence detection sensors in common areas, as well as timers for the automatic activation and deactivation of lighting and cooling systems in both common areas and individual rooms.

Professionals and employees are periodically encouraged to report any malfunctions of the automatic activation and deactivation systems to allow for immediate repair by technicians.

The firm aims to achieve a 10% reduction in current energy consumption at equal conditions.

Starting from the next financial statements, we aim to report an actual reduction in energy consumption.

A detailed table on the firm's energy consumption is available at the end of this document.

Suggestions received from staff and associates on a voluntary basis have been considered in the adoption of the actions taken.

## 5.2. Material usage and waste management

### Responsible materials usage management

The firm's commitment to reducing the environmental impact of its business is reflected in a series of measures aimed at minimizing material waste and promoting an innovative business model that combines environmental sustainability and digitization.

That goal is pursued through:

- ◆ encouraging moderate printing through a system that releases printed documents only when the professional physically goes to the printer and decides to print the selected document;
- ◆ recycling exhausted toner cartridges through a specific supplier;
- ◆ digital preservation of documents instead of paper-based storage;
- ◆ adoption of DocuSign software to reduce paper usage during signing and closing processes;
- ◆ digitization of the firm's library and promotion of virtual book and magazine consultations;
- ◆ adoption of a plastic-free policy, which includes the elimination of plastic cups and utensils in common areas and meeting rooms;
- ◆ the use of microfiltered water.

Periodic checks of the print release systems are conducted by our IT technicians to ensure that the function is correctly enabled for all professionals' accounts. Similarly, the administration periodically monitors that suppliers adhere to the sustainability standards based on which they were selected.

The actions taken have resulted in an immediate improvement, reducing paper usage and the presence of disposable plastic materials in the firm's premises.

The actions initially taken to reduce the use of polluting materials have been gradually improved based on experience, and these improvements have been incorporated into the company's procedures.

Suggestions received from staff, collaborators, and clients on a voluntary basis have been considered in the adoption of the actions taken.

### **Sustainable waste management**

The firm aims to develop the environmental awareness of professionals and employees, including in the workplace.

To ensure proper waste disposal, various containers have been placed in the offices for separate collection of paper, plastic, or residual waste in common areas and individual rooms.

The provider of cleaning services for the firm's premises is responsible for monitoring the proper sorting of waste and reporting any discrepancies.

The firm's business involves the daily use of printers, which inevitably leads to the consumption of significant amounts of paper and toner and the subsequent need for their disposal.

Toner disposal is entrusted to an external supplier (Interzero Italy S.r.l.) that recovers the exhausted material semi-annually and provides transparent reports at the end of the disposal cycle in compliance with existing waste management laws.

The actions taken have resulted in an immediate improvement in waste management.

A detailed table on the materials used and waste produced by the firm is available at the end of this document.

## 6. Social responsibility

### 6.1 Training and Growth of Employees and Other Stakeholders

*Associates and employees are the lifeblood of the firm. For this reason, over the years, the firm has implemented a series of measures and opportunities aimed at promoting the personal and professional growth of young individuals and improving the quality of the work environment.*

To support the development of its human resources, the firm offers the following opportunities:

- ◆ legal courses to fulfill mandatory training requirements and earn credits as required by regulations;
- ◆ internal training courses conducted by team leaders and associates, focusing on specific areas of interest or regulatory updates;
- ◆ support for trainees in preparing for the bar exam by granting a study leave of one month for the written exam and two months for the oral exam;
- ◆ discretionary provision of financial contributions for participation in postgraduate specialization programs (LLM) abroad;
- ◆ courses for the professional and conscious use of social media.

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We pay a lot of attention to the feedback process, which is bilateral. Annually, an appraisal procedure is scheduled during which partners evaluate the performance of associates and employees and receive feedback from them regarding resource management and suggestions for improvement.

The firm has excellent relationships with the main universities in Milan and regularly participates in job fairs to select the best talents to embark together on a path of long-term growth.

We offer internship opportunities to university students interested in pursuing a legal career. These practical experiences allow them to acquire specific skills in the legal field, observe and participate in real cases, and gain a better understanding of how a professional legal firm operates.

We also organize workshops, seminars, and conferences involving university students to share knowledge and experiences in the legal field. These events may cover specific topics, case studies, and new legislative trends, providing students with the opportunity to learn from industry professionals and get closer to the reality of legal work.



In 2022, in collaboration with the **Corporate Law Academy** at Bocconi University, the firm organized a workshop on private equity aimed at law students with the intention of providing an overview of the key features of private equity transactions, including the analysis of a case study and a mock negotiation of some simplified agreements.



## 6.2 Diversity and inclusion

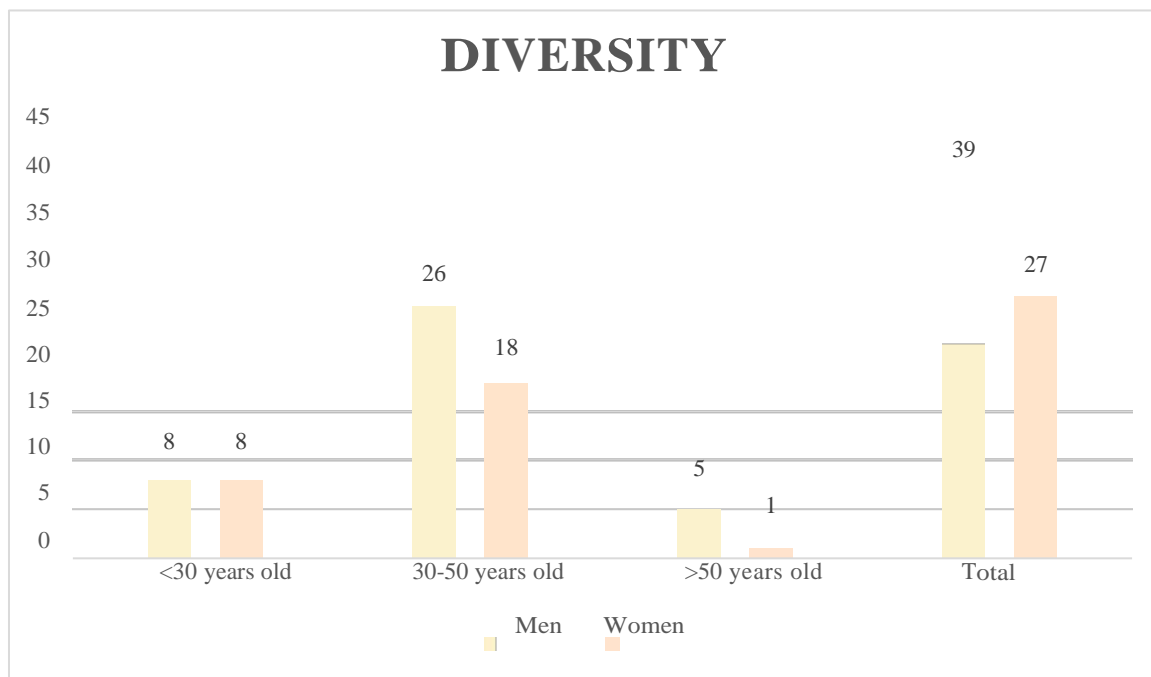
*We all commit to ensuring that our work environment is free from any form of discrimination and is guided by the principle of equal opportunity. We firmly believe that diverse and inclusive teams create a stronger organization and produce the best results for our clients.*

Concrete actions taken by the firm to promote diversity in all its forms include:

- ◆ inclusion policies and access to the firm for individuals of any gender and orientation;
- ◆ formation of working groups with a balanced gender representation;
- ◆ initiation of a personnel selection process targeting protected categories, even when not legally required;
- ◆ use of a selection system that favors female candidates, when all else is equal in terms of experience and competence.

The firm aims to achieve a 50% representation of women among associates within three years.

Starting from the next financial statement, we intend to report the progress made in the field of diversity.



### 6.3 Support for the community

*The firm's commitment to reducing poverty, ensuring equal rights, and building peaceful societies that respect human rights is reflected in a pro bono and charity program that we aim to intensify in the coming years, both in terms of the number of activities and the direct involvement of our professionals.*

Currently, the firm supports the following associations, listed in alphabetical order, not in order of importance:



**Comitato Maria Letizia Verga ODV** is an association committed to fighting childhood leukemia by addressing the disease and its treatment and taking care of the family's problems in the name of a therapeutic alliance based on shared intentions between doctors and parents. The firm has been a long-standing partner of the Comitato Maria Letizia Verga and participates alongside it every year in the Milan Marathon through a non-competitive team relay race to raise funds for the projects undertaken at that time.





**Yuki** is an initiative born "from and among" some friends who are sports enthusiasts and socially minded, convinced that sports can break down barriers, instill confidence, and promote social inclusivity. The firm supports the Yuki Project, which promotes the conscious use of e-sports within the San Paolo Hospital in Milan, with the aim of providing long-term patients with a sense of normalcy and enhancing the identity of the living spaces, as well as encouraging socialization with other individuals who share the same experience.



**Pane Quotidiano** is a secular, apolitical, and non-profit organization founded in Milan in 1898 with the goal of providing daily free food to the poorest segments of the population and to anyone in a state of need and vulnerability, without any form of distinction. Our law firm provides financial support to Pane Quotidiano in its commitment to ensuring essential food items are available to those in need and is currently initiating a volunteer program that would involve the direct participation of professionals in the daily distribution activities.





**Pro Bono Italia** is the first non-profit association of lawyers, trainees, law firms, and bar associations aimed at promoting a culture of pro bono work in our country. It is an independent, apolitical, non-partisan, and non-profit association created with the purpose of fostering the development and dissemination of pro bono activities in the Italian legal system. To this end, Pro

Bono Italia is engaged in dialogue with the international community dedicated to the design and implementation of activities with a social impact. The firm actively collaborates with the Pro Bono Italia platform by providing free legal assistance to non-profit organizations or disadvantaged individuals, contributing to ensuring equal access to justice.

Every year, the ESG Committee allocates a budget for monetary contributions that will be distributed by the Social Committee following a careful evaluation of non-profit organizations eligible for financial contributions and active volunteer interventions based on their activities and proposed programs.

The Social Committee is also responsible for evaluating projects and initiatives submitted by its members, as well as any suggestions received from staff, collaborators, and clients on a voluntary basis.

The correct allocation of funds is verified by the firm's administration on an annual basis.

## 7. ESG Digital Governance

During 2023, the Molinari Agostinelli Law Firm embarked on an ambitious project to digitize the collection of ESG (Environmental, Social, and Governance) data. In other words, the firm opted to apply technology to the monitoring, collection, management, protection, and communication of non-financial data.

Gathering sustainability-related data involves structuring a complex process that involves many internal and external stakeholders within the corporate perimeter. However, ESG information plays an increasingly crucial role in various economic and financial processes.

The adoption of a digital tool represents the necessary evolution to produce high-quality and efficient ESG data, as well as to facilitate the sharing of the value created with our stakeholders.

In particular, the project aims to:

- digitize the collection of ESG data in order to improve the reporting method, make the process more structured, and trace all steps in the construction phase of the Sustainability Report;
- enable supervision and coordination in all phases of the procedure;
- be compliant with the standards used for the Sustainability Report;
- provide a tool for constant monitoring of ESG performance;
- increase data reliability;
- facilitate engagement with all stakeholders.

The digital and technological tool chosen by Molinari Agostinelli for implementing this project is the ESGeo platform. The adoption of an ESG tool with a user-friendly interface, designed for collecting the information required by the GRI standards reporting framework, has made it possible to clearly visualize and monitor each step of the data collection flow. It allows for attaching supporting documents to data entry, analyzing material topics, extracting data in Excel format, and tracking the input of this data into the platform. This process has enabled and will continue to enable Molinari to constantly monitor ESG performance from year to year.



SOFTWARE & TOOLS  
PARTNER

2023

## 8. Methodological note and reporting criteria

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The main purpose of the Molinari Agostinelli Sustainability Report is to transparently monitor and communicate the company's approach to sustainability and ESG performance to all stakeholders. The reporting scope of this report refers to the Milan office only (Corso Giacomo Matteotti 10, Milan).

This document represents a significant achievement, as the first report has been prepared voluntarily. In this way, the firm has been able to provide disclosure of the results obtained from the identification of each material topic analyzed in the materiality assessment, and at the same time, identify areas for improvement to continue with renewed commitment and enthusiasm in its contribution to sustainable development. Specifically, it involved examining the initiatives carried out by Molinari Agostinelli and deriving a proposed list of material topics compared to industry best practices, as described in the "Materiality Analysis" section.

This first Sustainability Report contains information aimed at better understanding the company's business activity from an ESG perspective, its performance over time, its results, and the economic, social, and environmental impacts generated and managed by the company, both internally and externally.

The Molinari Agostinelli Sustainability Report has been prepared in accordance with the "Global Reporting Initiative Sustainability Reporting Standards" defined by the Global Reporting Initiative (GRI), which defines the reporting methodology for the preparation of Sustainability Reports. In particular, the qualitative and quantitative information presented in this document has been prepared using the "in accordance with" option provided by the standard, along with the drafting of the "GRI Content Index."

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The reporting period covers the fiscal year from January 1, 2022, to December 31, 2022. Since there are no previous reports to refer to, 2022 is defined as the baseline to be maintained for future Sustainability Reports, as it is the first year of reporting.

Molinari Agostinelli has established an internal working group, representative of the main company functions, with the aim of collecting the required information, aggregating, validating it, and providing supporting documentation to ensure traceability.

To simplify the process of data collection and validation, the firm has decided to adopt a dynamic and flexible tool, the ESGeo software, a certified GRI Standard sustainability reporting cloud platform. This will allow the data to be updated year after year, following a process of ESG Digital Governance. The reporting process has been structured into the following significant work phases:

- identification of material topics and relative GRI indicators;
- definition of the document's contents (indicators, information, and scope);
- initiation of the data and non-financial information collection and consolidation process through the ESGeo platform;
- drafting of report content and data synthesis from the data collection process.

For the calculation of greenhouse gas emissions, only CO<sub>2</sub> emissions have been considered. CO<sub>2</sub> emissions are calculated by multiplying fuel, gasoline, and energy consumption by emission factors derived from the most authoritative and up-to-date technical literature.

The emission factors used to convert consumption into tons of CO<sub>2</sub> are as follows:

Emissions factors - Italy 2022			
Starting Unit	Conversion Unit	2022	SOURCE
Electricity Purchased - Location Based	tCO <sub>2</sub> /Kwh	0.0002457	ISPRA, Indicators of efficiency and decarbonization of the national energy system and the electricity sector 2022, 363/2022, most recent available

## 9. GRI Content Index

<i>GRI INDICATORS</i>	<i>REPORT</i>	<i>PAGE No.</i>	<i>NOTES/OMISSIONS</i>
<b>GRI 2: General Disclosure (2021)</b>			
<b>1. The organization and its reporting practices</b>			
GRI 2-1	Organizational details	4	
GRI 2-2	Entities included in the organization's sustainability reporting	32	
GRI 2-3	Reporting period, frequency, and point of contact	32	
GRI 2-4	Revision of information		Being the first statement, there are no revisions to be conducted
GRI 2-5	External assurance		There is no external assurance, that is currently not practicable for our company
<b>2. Activities and workers</b>			
GRI 2-6	Activities, value chain, and other business relationships	4	
GRI 2-7	Employees	44	
GRI 2-8	Non-employee workers	45	
<b>3. Governance</b>			
GRI 2-9	Structure and composition of governance	8; 38	
GRI 2-10	Appointment and selection of the highest governance body	8	
GRI 2-11	Chair of the highest governance body	8	
GRI 2-12	Role of the highest governance body in supervising the management of impacts	9	
GRI 2-13	Delegation of responsibility for management of impacts	9	
GRI 2-14	Role of the highest governance body in sustainability reporting		At present, since no sustainability report has been prepared yet, no approval has been granted. It is expected that once prepared, the sustainability report will be approved by the General Meeting.

GRI 2-15	Conflicts of interest	9	
GRI 2-16	Communication of critical issues	10	
GRI 2-17	Collective knowledge of the highest governance body		At present, there are no institutionally adopted measures in place.
GRI 2-18	Performance evaluation of the highest governance body		There are no ESG performance evaluation processes in place.
GRI 2-19	Rules regarding remuneration	13	
GRI 2-20	Procedure for determining remuneration	14	
GRI 2-21	Annual total remuneration report		The nature of the organization (a professional partnership) consisting of self-employed professionals and employees, does not allow for calculating the ratio.
<b>4. Strategy, policies and practices</b>			
GRI 2-22	Statement on sustainable development strategy	11	
GRI 2-23	Commitment in terms of policy	11	
GRI 2-24	Integration of policy commitments	10	
GRI 2-25	Processes to remedy negative impacts	24	
GRI 2-26	Mechanisms to request clarification and raise concerns	10	
GRI 2-27	Compliance with laws and regulations		No cases of non-compliance with laws and regulations were recorded during the reporting period
GRI 2-28	Membership in associations	5	
<b>5. Stakeholder engagement</b>			
GRI 2-29	Approach to stakeholder engagement	6	
GRI 2-30	Collective contracts	45	
<b>GRI 3: Management of material topics (2021)</b>			
GRI 3-1	Process to determine material topics	15	
GRI 3-2	List of material topics	15	

Specific Standard Disclosure			
Sustainability Governance			
GRI 3-3a	Management of sustainability governance	9	
Transparency, anti-money laundering and privacy protection			
GRI 3-3b	Management of transparency, anti-money laundering and privacy protection	21	
GRI 205-3	Episodes of confirmed corruption and actions taken		The firm's client base does not include public agencies and manages operations at low risk of corruption; therefore, no episodes of corruption have ever occurred.
GRI 418-1	Confirmed complaints regarding violations of client privacy and client data loss		No cases of data or information loss have been recorded.
Responsible use of materials			
GRI 3-3c	Management of responsible use of materials	24	
GRI 301-1	Materials used by weight and volume	40	
Sustainable waste management			
GRI 3-3d	Sustainable waste management	25	
GRI 306-1	Waste production and significant waste-related impacts	25	
GRI 306-2	Management of significant waste-related impacts	25	
GRI 306-3	Waste produced	40	
Energy efficiency			
<b>GRI 3-3e</b>	<b>Management of energy efficiency</b>	23	
GRI 302-1	Energy consumed within the organization	39	
GRI 302-3	Energy intensity	39	
GRI 305-2	Indirect GHG emissions from energy consumption (SCOPE 2)	40	
Training and growth of associates			
<b>GRI 3-3f</b>	<b>Management of training and growth of associates</b>	26	
GRI 404-1	Average annual training hours per employee	41	



GRI 404-2	Employee skills enhancement programs and transition assistance programs	26	There are no assistance programs for managing career termination.
Support for the community			
<b>GRI 3-3g</b>	<b>Management of Support for the community</b>	28	
Inclusion and gender diversity			
<b>GRI 3-3h</b>	<b>Management of inclusion and gender diversity</b>	27	
405-1	Diversity of employee governance bodies	42	

## 10. Contacts

Point of contact for questions regarding the report and its contents

**Molinari Agostinelli**

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### Appendix

*The appendix includes all of the quantitative tables filled out that were not inserted previously.*

### Composition of governance

GRI 2-9-b - Governance structure and composition (quantitative)	Number			Percentage		
	Women	Men	Total	Women	Men	Total
<b>Total Equity Partners</b>	3	6	9	33%	66%	100%
Members of ESG Committee	1	3	4	11%	33%	44%
Members of Social Committee	2	3	5	22%	33%	55%
Members with requirement of independence	0	0	0	0%	0%	0%
Members belonging to underrepresented social groups	0	0	0	0%	0%	0%
Members with ESG-related expertise	0	3	3	0%	33%	33%
Specify members' tenure on the governing body	The positions of the members of the management committee of partners and the ESG committee are permanent; the composition of the Social Committee is renewed annually based on voluntary participation.					
Specify the number of other significant positions and commitments held by each member, and the	0					

nature of the commitments	
Indicate the representation of the stakeholders	The associates of the firm are represented within the Coordination Committee and the Social Committee.
Comments	

### Management of energy efficiency

GRI 302-1 – Energy consumed within the organization	Value	GJ
ENERGY CONSUMPTION FOR THE OFFICES	-	
C – TOTAL PURCHASED ELECTRICITY CONSUMPTION	128684,00	463,26
Purchased electricity - from third parties	128684,00	463,26
of which from renewable sources - from third parties	0,00	0,00
Electricity for district cooling	0,00	0,00
Energy for district heating	0,00	0,00
<b>TOTAL ELECTRICITY CONSUMPTION FOR OFFICES (C-D)</b>	128684,00	463,26
<b>TOTAL ENERGY CONSUMPTION (OFFICES AND FLEET)</b>	-	463,26
Comments		

GRI 302-3 - Energy intensity	Value
Specific parameter	Number of resources comprising the organization
Energy consumed within the organization	463.26
Energy intensity	7.35
Types of energy included in the intensity report	Consumption of electricity purchased from third parties
If the energy intensity calculation includes the consumption energy within the organization, outside of it, or both	The calculation includes energy consumption within the organization.
Comments	

*Scope 2 emissions, as required by GRI Standards, have been calculated using the "location-based method." The location-based method relies on average emission factors related to regional, subnational, or national energy generation. In this case, ISPRA emission factors, the Efficiency and decarbonization indicators of the national energy system and the electricity sector for 2022, were used.*

<b>GRI 305-2 - indirect GHG emissions from energy consumption (SCOPE 2)</b>	Description
Total Scope 2 (t CO2e) electricity purchased - Location Based	31.62

### Sustainable waste management

GRI 301-1 - Materials Used by Weight or Volume	Weight	Volume
<b>Total renewable materials</b>	3137.50	0.00
Paper	3137.50	0.00
<b>Total non-renewable materials</b>	50.00	0.00
Printer toner	50.00	0.00
<b>Total materials used for production</b>	3187.50	0.00
<b>Total recycled materials used for production</b>	0.00	0.00
% of recycled materials used for production	0.00%	0.00%
Comments		

GRI 306-3 - Waste produced	Value
Total hazardous waste	0.00
Total non-hazardous waste	0.05
Printer toner	0.05
Comments	

### Employee skills enhancement programs and transition assistance programs

GRI 404-1a – Annual training hours per employee	Hours - men	Hours - women	Total hours
Professionals	45.00	45.00	90.00
Employees	0.00	3.00	3.00
Total	45.00	48.00	93.00
Comments			

GRI 404-1b - AVERAGE annual training hours per worker	Average hours - men	Average hours - women	Average hours - total
Professionals	1.15	2.50	1.58
Employees	0.00	0.33	0.33
Total	1.15	1.78	1.41
Comments			

### Management of inclusion and gender diversity

GRI 405-1a – Diversity of governance bodies and employees (top management)	<30 years	30-50 years	>50 years	Total
Men	0	8	4	12
Women	0	5	0	5
<b>Total</b>	0	13	4	17
Percentage Men	0.00%	47.06%	23.53%	70.59%
Percentage Women	0.00%	29.41%	0.00%	29.41%
<b>Total Percentage</b>	0.00%	76.47%	23.53%	100.00%
Comments				

GRI 405-1b – Diversity of governance bodies and employees (number of employees)												
	<30 years			30-50 years			>50 years			Total		
	M	F	T	M	F	T	M	F	T	M	F	T
Profess.	8	5	13	26	13	39	5	0	5	39	18	57
Staff	0	3	3	0	5	5	0	1	1	0	9	9
<b>Total</b>	8	8	16	26	18	44	5	1	6	39	27	66
Comments												

GRI 405-1c – Diversity of governance bodies and employees (percentage of employees)												
	<30 years			30-50 years			>50 years			Total		
	M	F	T	M	F	T	M	F	T	M	F	T
Profess.	12.12 %	7.58%	19.70 %	39.39 %	19.70 %	59.09%	7.58 %	0.00 %	7.58 %	59.09 %	27.27 %	86.36 %
Staff	0.00%	4.55%	4.55%	0.00%	7.58%	7.58%	0.00 %	1.52 %	1.52 %	0.00%	13.64 %	13.64 %
Total	12.12 %	12.12 %	24.24 %	39.39 %	27.27 %	66.67%	7.58 %	1.52 %	9.09 %	59.09 %	40.91 %	100.00 %
Comments												

## Activity and workers

GRI 2-7-a - Employees divided by gender	Women	Men	Other (gender specified by employee)	Total
Total contract employees	9	0	0	9
Permanent employees	9	0	0	9
Fixed-term employees	0	0	0	0
Non-guaranteed hours (on-call, occasional)	0	0	0	0
Total full-time + part-time employees	9	0	0	9
Full-time	7	0	0	7
Part-time	2	0	0	2
Please specify if the data is reported based on headcount, full-time equivalent (FTE), or using another method	The reported data is calculated based on headcount.			
Please indicate whether the data is reported at the end of the reporting period, as an average over the entire period, or using another method	The reported data is from the end of the reporting period and corresponds to the average over the period.			
Provide contextual information necessary to understand the data				
Describe significant fluctuations in the number of employees during the reporting period and between different reporting periods	There were no significant fluctuations during the reporting period.			
Comments				



GRI 2-8 – Non-employee workers	Description
Total number of non-employee workers whose work is under the organization's control	54
Describe the most frequent types of non-employee workers and their contractual relationship with the organization	Lawyers and chartered accountants - self-employed collaboration
Describe the type of work performed	Legal and tax advisory
Indicate if the data is reported based on headcount, full-time equivalent (FTE), or using another methodology	The data reported is calculated based on headcount.
Indicate if the data is reported at the end of the reporting period, as an average over the period, or using another method	The data reported is calculated as an average over the entire reporting period.
Describe any significant fluctuations in the number of employees during the reporting period and between different reporting periods	During the reporting period, we recorded the departure of 7 professionals of various seniorities and the entry of 8 professionals of various seniorities.
Comments	n.a.

GRI 2-30 – Collective contracts	Description
Number of employees covered by collective contracts	9
Total number of employees	9
Percentage of employees covered by collective contracts	100.00%
For employees not covered by collective bargaining, please provide a summary of their working conditions and terms of employment based on collective bargaining agreements that cover other employees or other organizations	
Comments	

