



LEAFSPACE

Attachment 2

Code of Ethics

REV.	DATA	APPROVATO	NOTE
01	21/04/2021	Board of Directors	
02	04/08/2023	Board of Directors	



Organization, Management and Control Model
pursuant to Legislative Decree 231/2001
- Code of Ethics -

Rev. 02

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1. FOREWORD

The Code of Ethics can be defined as the company's constitutional charter, a charter of rights and duties that defines the ethical and social responsibilities of every person active in the company.

Activities, therefore, must be inspired every day by values such as commitment, transparency, business ethics, reliability, innovation, respect and a sense of responsibility towards oneself, one's neighbor and the environment.

No Code, however, can recall all situations that people may face during their activities. Respect for the law must therefore be the prerequisite for action, since all business decisions and related behavior must be based on ethical rules, accompanied by responsible, fair and common-sense attitudes.

The Code of Ethics is also a tool available to businesses to prevent irresponsible or unlawful behavior on the part of those acting on behalf of the company.

The Code of Ethics is also a tool available to businesses to prevent irresponsible or unlawful behavior on the part of those acting on behalf of the company. It is the main tool for implementing the Company's ethical principles, as well as a means of ensuring fair and effective management of human relations and transactions. The Code of Ethics is also a tool to support Leaf Space's reputation, aimed at building trust in both internal and external relationships.

The norms of the Code of Ethics apply to everyone, indiscriminately, regardless of position or hierarchical level, and their violation will imply the adoption of sanctions and measures.

2. THE COMPANY

The values by which Leaf Space is inspired in its activities are:

- **Compliance with applicable laws and regulations:** the Company sets as an indispensable principle compliance with applicable laws and regulations.

- **Reliability and focus on results:** the Company pursues the achievement of results by constantly committing itself to setting programs, monitoring management and generating concrete results.

- **Health and Safety:** the Company ensures the health and safety of its employees, contractors and consultants, as well as working conditions that respect individual dignity and safe and healthy working environments, in compliance with applicable regulations.

- **Protection of the natural environment:** the Company promotes respect for the environment, understood as a common resource to be safeguarded, for the benefit of the community and future generations, with a view to sustainable development.

- **Experience:** the Company puts its experience at the service of customers to best meet their needs.

- **Centrality of the person:** the Society firmly believes that no machine can ever replace the added value that people give to the Society itself; therefore, it recognizes the value of the person as the expression and foundation of its culture and way of being.

3. SCOPE OF APPLICATION

The principles and rules of conduct of the Code of Ethics are binding for top management, all persons bound by subordinate employment relationships

("Employees"), collaborators, consultants and all those who work in the name and on behalf of Leaf Space whatever the relationship, even temporary, that binds them to the same (hereinafter, jointly, the "Recipients").

The Recipients must also be willing to undergo, in compliance with and in accordance with the provisions of current regulations and any internal procedures of the Company, the checks and controls arranged by the Company.

Recipients are also obliged to:

- a) refrain from conduct contrary to the provisions of the Code of Ethics;
- b) to refer to their hierarchical superiors and/or to the functions/bodies of the Company delegated to this task, if necessary, in case of need for clarification on how to apply the provisions of the Code of Ethics;
- c) promptly report to his or her superiors and/or to the functions/bodies of the Company delegated to do so, if any:
 - any news, of direct detection or reported by others, regarding possible violations of the rules of the Code of Ethics;
 - any request to violate the norms that has been addressed to them;
- d) cooperate with the functions of the Company delegated to verify possible violations of the provisions of the Code of Ethics, providing any information requested for this purpose.

None of the Recipients may conduct personal investigations or report the news

to anyone other than the individuals referred to in c) above.

In addition, Leaf Space requires all suppliers to adopt conduct consistent with the principles and provisions of this Code of Ethics.

4. GENERAL PRINCIPLES

Leaf Space has made the principles of freedom and dignity of the human person cornerstone and pillar of any daily activity.

The Company is committed to keeping the work environment free from any discrimination or harassment related to sex, race, language, personal and social conditions, religious and political beliefs.

Leaf Space is aware of the extreme importance of human resources to the development of a company. As such, the management of human resources is based on respect for individual personalities and professionalism, within the general framework of current regulations.

a. BUSINESS ETHICS

In carrying out their daily activities, Recipients must act with diligence, moral integrity and fairness, making the best use of the tools in their possession.

In particular, Recipients are required to:

- a) always behave in accordance with the principles of loyalty and good faith towards the Company, hierarchical superiors, colleagues and collaborators, imprinting their conduct on mutual cooperation;
- b) ensure that every business transaction is undertaken in the interest of Leaf Space and not in the personal interest or the interest of third parties. In particular,

employees who find themselves in a situation of personal, financial, family or other conflict of interest, even if only potential, must inform their Managers, refraining, for the continuation, from any act prejudicial to the interests of the company, or likely to cause conflict of interest.

Leaf Space, precisely in order to avoid situations where the individuals involved in a transaction are, or may appear to be, in conflict with the interests of the Company, prohibits corrupt practices, illegitimate favors, collusive behavior, solicitation, direct and/or through third parties, of personal and career advantages for themselves or others, and other similar behavior.

- a) ensure the integrity of information: information handled within one's area of responsibility must be treated and communicated in a full, accurate and truthful manner.
- b) preserve the confidentiality of news and information learned in the performance of one's duties and prohibit the use or disclosure for one's own benefit or that of third parties of inside information obtained in the performance of one's duties.

b. RESPONSABILITY

Continuous improvement is primarily the result of responsible cooperation, which will be able to be achieved through personal collaboration between professionals in different areas of activity, and between collaborators and employees in the same division, which is a necessary condition for the growth and development of the

Company. Action, at all levels and degrees of responsibility, should be mutually aimed at the realization of the best possible product, giving impetus to the sharing of the Company's mission.

Anyone who holds the role of head, manager or executive must set an example, provide leadership and guide in accordance with the principles contained in the Code of Ethics; through his or her behavior, he or she must also demonstrate to colleagues that compliance with the Code of Ethics is a fundamental requirement for everyone's work and for the achievement of business results.

C. TRANSPARENCY AND HONESTY

It is a duty for each Recipient to operate with transparency, providing their collaborators, superiors and suppliers with authentic, essential, truthful information regarding the performance of what they are responsible for.

Honesty represents the fundamental principle for all Leaf Space's activities, for all its initiatives, reports and communications. It constitutes, therefore, an essential element of business management.

D. PROFESSIONALISM

Leaf Space recognizes the fundamental importance of the value of professionalism; for this reason, it requires Recipients to work constantly with the professionalism and degree of diligence required by the nature of the tasks entrusted and the functions exercised, striving to achieve the objectives assigned.

E. HUMAN RESOURCES

Attention to people is embodied, on a day-to-day basis, in the creation of a positive

work environment within which everyone can develop and enhance their skills and competencies. Leaf Space sets relations with its employees on principles such as loyalty and trust.

Leaf Space is committed to spreading and consolidating a culture of safety, developing risk awareness and promoting responsible behavior by all employees.

The Company aims to maintain and foster a positive work environment, inspired by the protection of freedom, dignity and inviolability of the person, as well as fairness in interpersonal relationships.

The Company condemns the hiring and subsequent use of workers from foreign countries with invalid residence permits and discourages their use even by its own suppliers.

F. COMMUNICATION

The Company recognizes the primary role of clear and effective communication in the Company's internal relations with group companies.

Outward information must be approved internally within the Company and handled exclusively by employees vested with responsibility for communications. Behaviors and actions contrary to this principle will be sanctioned in accordance with the provisions of the Code of Ethics, contracts and applicable laws.

G. TRANSPARENCY E TRACEABILITY

Leaf Space operates under the principle of transparency and traceability. Every action and operation of the Company must be supported by adequate records.

All actions carried out by the Recipients within the scope of their work activities

must be documented in accordance with applicable legal regulations, by means of accurate, complete and reliable documentation and, if required by applicable regulations and accounting principles, must be correctly and promptly represented in the accounts.

Such documentation must be such as to enable, when controls are carried out, the identification of the characteristics and reasons for the transaction as well as the persons who, respectively, authorized and executed and/or detected the transaction.

In addition, in order to ensure compliance with the rules set forth in the Code of Ethics, the authorization for the execution of a given operation must be the responsibility of a person other than the person who executes, controls and detects the operation itself.

H. ANTI-MONEY LAUNDERING

Leaf Space acts in compliance with national and international regulations and provisions on anti-money laundering; as such, it requires Recipients to refrain from carrying out any transaction that may contribute to the transfer, substitution or otherwise use of illicit proceeds or that may in any way hinder the identification of money, goods or other utilities of criminal origin.

I. ANTICORRUPTION

Leaf Space considers corruption to be an obstacle to efficiency and healthy competitiveness; therefore, the Company disapproves of any behavior that conflicts with these values.

Compliance with this Code of Ethics and current regulations constitute one of the indispensable principles of the Company's business operations; all Recipients are

required to act with transparency, honesty, integrity, fairness and loyalty.

5. RULES OF CONDUCT

A. LEAF SPACE AND THIRD PARTIES

In relations with customers, suppliers, political institutions, Public Administration and, in general, with third parties, Recipients must not promise, accept or offer gifts, gratuities, benefits (whether direct or indirect) and acts of courtesy or hospitality that have a quality or value exceeding normal business practices, local customs and ordinary courtesy or, in any case, that are aimed at acquiring favorable treatment, or other undue advantages, with reference to company operations attributable to Leaf Space.

If gifts, gratuities, benefits or acts of courtesy or hospitality are offered or promised to Recipients, they must inform the competent corporate bodies without delay, who will decide on the admissibility of what is offered or promised.

Recipients must not offer or promise - and if requested to do so they must without delay notify the competent corporate bodies - to customers, political institutions, public administrations and, in general, to third parties gifts, gratuities, benefits (both direct and indirect) and acts of courtesy or hospitality that exceed the limits, or have the characteristics, indicated above.

It is also prohibited to employ, in the employ of the Company, or to enter into consulting or other contracts with public officials, public or private employees (or their cohabitants, spouses, relatives or relatives-in-law within the 3rd degree) who have personally and actively participated in a business negotiation involving the

Company or who have participated in endorsing requests made by the Company to the Public Administration or a private company.

I. RELATIONS WITH INSTITUTIONS AND PUBLIC OFFICIALS

Leaf Space's dealings with national, EU and international public institutions ("Institutions"), as well as with public officials or persons in charge of public services, i.e. bodies, representatives, proxies, exponents, members, employees, consultants, persons in charge of public functions or services, public institutions, public administrations of public entities, including economic ones, of public entities or companies of a local, national or international nature ("Public Officials") are entertained by each Recipient, whatever the function or office, in compliance with current regulations and the principles defined in this Code of Ethics, based on the general criteria of fairness and loyalty.

Recipients shall refrain from making false statements to the Judicial Authority or inducing third parties to make false statements to the Judicial Authority in order to be able to direct the judges' decisions to their own advantage.

Each Recipient is therefore obliged to act conscientiously and to render his or her testimony correctly and without omission when requested.

II. RELATIONS WITH SUPPLIERS AND CONSULTANTS

Leaf Space requires its suppliers and external consultants to comply with ethical and environmental principles corresponding to its own, believing this to

be of fundamental importance for the establishment or continuation of a business relationship. Each supplier or consultant must be promptly informed of the existence of the Code of Ethics and the commitments and obligations it imposes on external parties.

The selection of suppliers and consultants, as well as the determination of purchasing conditions, are based on an objective assessment of quality, price and the ability to provide and guarantee goods and services of an appropriate level. For Leaf Space are, therefore, reference requirements:

- the professionalism of the interlocutor;
- the availability, appropriately documented, of means, including financial means, organized structures, design capabilities and resources, knowledge, etc.; and
- the existence and effective implementation of corporate quality systems, also adequate to ensure the ability to operate safely.

In the management of relations with suppliers and consultants, the Company undertakes to pay fees exclusively commensurate with the service specified in the contract and not to make payments to parties other than the contractual counterparty.

B. LEAF SPACE AND RELATIONS WITH EMPLOYEES AND COLLABORATORS

Acting with integrity towards Employees and Collaborators means recognizing that they represent a resource for Leaf Space.

To this end, the Company values the contribution of each individual and is committed to treating each of them with due respect, in particular:

- maintaining the confidentiality of Recipients' documents and information in compliance with privacy laws;
- constantly operating with the spirit of creating a work environment free of any form of discrimination on the basis of race, ethnicity, gender, political and religious beliefs, age, sexual preference;
- providing equal opportunities to all in relation to hiring, compensation, training, promotions, and other conditions of employment;
- not tolerating and punishing harassment of any kind, including, verbal or physical conduct that constitutes humiliation or threats.

The Company requires each Recipient to perform his or her work activities in suitable physical and psychophysical conditions and to personally contribute to maintaining the work environment respectful of the sensibilities of others. It will therefore be considered a conscious violation of the principles of this Code of Ethics to abuse alcoholic substances, consume psychotropic substances or narcotics, or to transfer narcotics for any reason in the course of work performance. The Company undertakes to carry out the controls provided for in the relevant legislation.

I. COMMITMENTS OF LEAF SPACE EMPLOYEES AND CONTRCTORS

In particular, the Employees and Collaborators of Leaf Space undertake to:

- comply with the regulatory provisions concerning the duties of workers and the collective agreements applied in the company;
 - comply with the values and principles of the Code of Ethics;
 - assume and maintain behaviors of high professionalism towards the Company;
 - protect the interests of the Company;
 - be inspired by principles of transparency, fairness, honesty and professionalism both inside and outside the Company in the performance of their work;
 - responsibly assume their role and respect the directives given by their superiors, adopting, in particular, all health and safety measures indicated by the Company.
- avoid improper uses that may cause undue costs, damage or reduction of efficiency or are otherwise contrary to the interest of the Company;
 - always operate in compliance with the safety rules provided by the Law and internal procedures, in order to prevent possible damage to property, persons or the environment;
 - use company assets of any type and value according to their proper use and in compliance with the Law and internal company regulations;
 - operate, as far as possible, in order to reduce the risk of theft, damage or other threats to the assets and resources assigned or present in the Company, promptly informing the responsible functions in case of abnormal situations.

Failure to comply with or violation of these commitments as well as the principles contained in the Code may be a source of application of disciplinary measures, as provided for under paragraph VII below.

II. USE OF COMPANY ASSETS

Each Recipient is required to operate with due care and diligence to protect company assets, through responsible behavior and in line with the operating procedures prepared to regulate their use, documenting, where appropriate, their use. Each Recipient is responsible for the protection of the resources entrusted to him or her and has the duty to promptly inform the responsible company structures regarding any threats or events harmful to the Company itself or its assets.

In particular, each recipient is required to:

It is particularly prohibited for the Recipients and other persons required to comply with the rules of this Code of Ethics to alter in any way the operation of a computer or telematic system or intervene without right in any way on data, information or programs contained in one of the aforementioned systems. In particular, all Addressees are required:

- to comply with the Regulations all applicable regulatory provisions and the conditions of the license agreements signed by the Company;
- to behave correctly and transparently in the use of any means or computer system of the Company;
- to refrain from any activity that may result in the modification,

suppression or fraudulent creation of computer documents, public or private, that could have evidentiary value and, in any case, to refrain from abusively accessing the Company's computer or telematic system in order to modify or suppress data, documents and information stored therein;

- to use at all times and only their own access identification codes to the Company's computer or electronic systems or tools, refraining from disseminating the same to third parties.

C. HEALTH, SAFETY AND ENVIRONMENT

Leaf Space considers issues related to the environment and safety as an essential value of the Company, also in view of the sector in which it operates, and contributes constructively to ecological sustainability.

Aware that it carries out an activity in the service of the environment, as an asset of collective interest, Leaf Space is committed to minimizing the environmental impact of its services.

The operational management of activities must refer to criteria of environmental protection and energy efficiency, pursuing the improvement of health and safety conditions at work.

Research and technological innovation must be devoted in particular to the promotion of products, services and processes that are as compatible as possible with the environment and with the safety and health of operators.

The Recipients and other persons required to comply with the rules of this Article,


within the scope of their duties and functions, participate in the process of risk prevention, environmental protection, and health and safety protection with respect to themselves, colleagues, and third parties.

I. PROTECTION OF HEALTH AND SAFETY IN WORKPLACES

Regarding to the protection of the health and safety of working environments, the Company:

- implements the necessary measures for the protection of health and physical integrity of its employees and collaborators, adopting models of business organization set on the constant improvement of safety and healthiness of workplaces;
- respects the principles of healthiness in the workplace in the organization of work, the design of workplaces and the choice of work equipment;
- also complies with current safety regulations;
- undertakes to eliminate risks and, where this is not possible, to minimize them in relation to the knowledge gained from the technological process;
- in order to implement its workplace safety policy, it takes care of the continuous training and awareness of its management and all personnel on safety issues, committing itself to apply and spread the culture of safety.

Each Recipient is required to take the utmost care in the performance of his or her activities, strictly observing all safety and

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preventive measures in order to avoid any possible risk to himself or herself, his or her colleagues, collaborators and the entire community.

Recipients **must**:

- take care of their own safety and health and that of other persons present in the workplace on whom the effects of their actions or omissions may fall, in accordance with their training and the instructions and means provided by the Employer;
- comply with the provisions and instructions given by the Employer;
- properly use machinery and equipment, means of transport and other work equipment as well as safety devices; and
- properly use the PPE made available to them;
- Immediately report to the Employer deficiencies in means and devices as well as any other hazardous conditions of which they become aware;
- undergo the required health checks;
- contribute, together with the Employer, to the fulfillment of all obligations imposed by the competent authority or otherwise necessary to protect the safety and health of workers in the workplace.

Recipients **must not**:

- engage in, collaborate in, or give cause to engage in conduct such that, taken individually or collectively, it directly or indirectly integrates the cases of offenses

relating to the health and safety of workers;

- Engage in or give cause to violations of this Protocol;
- Remove or modify without authorization or otherwise compromise safety or signaling or control devices;
- performing on their own initiative operations or maneuvers that are not within their competence or that may compromise their own safety or that of other workers.

II. ENVIRONMENTAL PROTECTION

Specifically, in environmental matters, the Company:

- takes measures to limit and - where possible - cancel the negative impact of economic activity on the environment;
- programs accurate and constant monitoring of scientific progress and regulatory developments in environmental matters;
- promotes production policies that reconcile the requirements of economic development and value creation, proper to the business activities attributable to it, with the requirements of respect for and protection of the environment, spreading the culture of prevention of risks of an environmental nature.

Recipients **must**:

- scrupulously comply with environmental regulations;
- Assess potential risks and develop appropriate prevention programs to protect the environment;

- establish and update emergency procedures in order to minimize the effects of any accidental discharge to the environment;
- manage all company waste collection, temporary storage, transport and transfer activities, even if they are carried out by third parties, in compliance with the provisions of the Consolidated Environmental Act and other relevant provisions;
- monitor the management of ozone-depleting substances present in the air conditioning circuits of the plant and offices.

Recipients **shall not**:

- unlawfully abandon or deposit waste on and in the soil;
- unlawfully discharge waste of any kind, in solid or liquid state, into surface or groundwater;
- make harmful emissions into the air.

D. ECONOMIC AND FINANCIAL RESOURCES

Leaf Space conducts its business in full compliance with currency provisions and current regulations. In particular, the Recipients and the other persons required to comply with the rules of this Code of Ethics undertake to check in advance the information available regarding business counterparties, suppliers, consultants, in order to verify their respectability and the legitimacy of their activities; they also undertake to operate in such a way as to avoid implications in operations even potentially likely to facilitate the laundering of money from illegal or criminal activities, acting in full compliance with primary and

secondary anti-money laundering regulations.

In the management of economic and financial resources, Recipients are required to behave in accordance with the principles of transparency, accuracy and completeness of accounting information so that:

- every transaction is not only correctly recorded, but also authorized, verifiable, legitimate, consistent and congruous;
- the economic, asset and financial situations produced are true, correct and timely.

Each Recipient must, in addition:

- behave correctly, transparently and cooperatively, in compliance with the law and generally accepted principles of bookkeeping, in all activities aimed at keeping accounts and preparing financial statements (and other corporate communications), in order to provide shareholders and third parties with true and correct information on the Company's economic, asset and financial situation;
- place the utmost attention, timeliness and accuracy in the acquisition, processing and illustration of data and information aimed at the keeping of accounts and the formation of financial statements;
- place the utmost attention, timeliness and accuracy in the management and fulfillments aimed at compliance with the

regulations in the tax and fiscal sphere.

6. IMPLEMENTING RULES

A. SYSTEM OF SANCTIONS

This Code of Ethics contains principles and rules of conduct whose observance is considered fundamental by Leaf Space. Indeed, the Company, through the bodies and functions specifically appointed for this purpose, provides for the imposition, with consistency, impartiality and uniformity, of sanctions proportionate to the respective violations of the Code of Ethics, in accordance with sanction systems provided for in the regulations applicable from time to time.

I. EMPLOYEES AND ADMINISTRATORS

Failure to comply with and/or violation of the rules of conduct indicated in the Code by employees of the Company constitutes a breach of the obligations arising from the employment relationship and gives rise to the application of disciplinary sanctions.

Sanctions will be applied in compliance with the provisions of the law and will be proportionate to the seriousness and nature of the facts.

In the case of employment relationships, any failure to comply constitutes a breach of the obligations provided for under and for the purposes of Article 2104 of the Civil Code and/or a disciplinary and/or criminal offence, with all the consequences of the law and the Collective Agreement.

In the event of violation of the rules of this Code by employees, The Company will adopt disciplinary sanctions proportionate to the violations committed and in

accordance with the current provisions on the regulation of labor relations, following the regular completion of the disciplinary dispute procedure referred to in Article 7 of Law No. 300/1970.

In cases deemed more serious, always in compliance with applicable legal provisions and the Collective Bargaining Agreement, the violation may result in the termination of employment for just cause, if put in place by the employee.

The ascertainment of the aforementioned violations, the management of disciplinary proceedings and the imposition of sanctions remain the responsibility of the company functions appointed and delegated to this end.

In the event of violations of the Code of Ethics by directors, the circumstance must be reported to the Board of Directors, so that this body can take appropriate action in accordance with the law.

II. COLLABORATORS, CONSULTANTS, ETC.

Any behavior engaged in by Collaborators, Consultants or other parties having business relationships with the Company, in violation of the provisions of the Code of Ethics, may also result in the termination of the contractual relationship, without prejudice to any claim for compensation by Leaf Space, if damages are derived to it from such behavior.

B. COMMUNICATION OF CODE OF ETHICS

Leaf Space informs all Recipients about the provisions and application of the Code of Ethics, recommending compliance.

In particular, the Company shall ensure:

- to the dissemination of the Code of Ethics to the Recipients;
- to the interpretation and clarification of the provisions;
- the verification of actual compliance;
- updating the provisions with regard to the needs that arise from time to time.
- The Code will be brought to the attention of third parties who receive assignments from Leaf Space or who have lasting relationships with it, through publication on the website.

be approved by the Board of Directors and promptly disseminated to all Recipients.

The Code of Ethics does not replace current and future company procedures, which continue to be effective to the extent that they do not conflict with the Code.

In order to ensure the effectiveness of the Code, the Company shall set up channels of information through which all those who become aware of any conduct engaged in in violation of the principles and provisions of the Code of Ethics may report it, freely, directly and in an absolutely confidential manner to the designated Functions of the Company.

It will be the responsibility of Leaf Space to ensure confidentiality regarding the identity of the reporter, as well as to guarantee the reporter from retaliation, unlawful conditioning, discomfort and discrimination of any kind in the workplace, for having reported the violation of the contents of the Code.

7. ENTRY INTO FORCE AND COORDINATION WITH CORPORATE PROCEDURES

The update of the Code of Ethics is approved by the Board of Directors of Leaf Space on 04/08/2023.

Any future updates, due to regulatory adjustments or evolving civil awareness, will