#### between

FCA N.V., in its own name and on behalf of the Group companies,

and

the national trade union organisations FIM-CISL, UILM-UIL, FISMIC, UGLM, AQCFR and FIOM-CGIL

# Assuming that:

- the country has been hit by a very serious health emergency due to the COVID-19 outbreak;
- in the first phase of the epidemic, the Parties have already agreed on some health prophylaxis guidelines to be followed during the exercise of their activities;
- subsequently, the Prime Ministerial Decrees of 22 March 2020 and 1 April 2020 suspended all work, except for some defined essential activities, until 13 April 2020.

With this agreement, the Parties intend to define the guidelines for the shared regulation of the measures to allow the gradual resumption of the FCA Group's activities in Italy, including so-called non-essential ones, within the timescales and limits to be set by the Government.

These measures, which are identified and described in the above mentioned Guidelines annexed to this Agreement, are intended to achieve the highest possible degree of safety for all persons, both employees and outsiders, who will resume work during the current phase of the health emergency. These guidelines are based on the provisions of the various Prime Ministerial Decrees, the experience gained by the Parties to date in crisis management, as well as on the best practices tested by the FCA Group in other areas where it is present; their completeness and effectiveness is also validated and confirmed by virologists who are experts in analysis and evaluation. preventive and prophylactic measures in the present pandemic situation. In any case, the Parties will the evolution of health studies and the indications of the competent authorities to improve further the measures indicated in the guidelines.

The set of measures described systematically represents the analytical reference for the verification of the existence of the health and safety conditions necessary to allow the resumption of work, to which the Parties, in their articulation, will refer at each production unit of the Group in Italy.

The actual correct implementation of the guidelines will be subject to comparison and monitoring at local level, also due to the different specificities of the individual production units. In this same venue, the Company will present from time to time the plan for the application of the guidelines to the company's departments immediately before the resumption of work.

The Parties also agree to provide at said production units a constant structured monitoring with specific meetings, with the necessary active participation of RSPP and RLS (ensuring their presence in the company during the process of restarting activities), to verify and assist the effective application of the set of measures provided for in relation to the different characteristics of the specific working environments. In any case, it is understood that, in the event of any diverging interpretations on the application of the guidelines, the Parties shall promptly intervene to define a shared implementation.

The guidelines distinguish the measures that are put in place before the resumption of work from those that regulate it during the entire health emergency phase; these will be the subject of constant

analysis by the Parties for any further additions and improvements, in the light of the indications of the public authorities and the scientific community.

In relation to the duration of the current emergency phase for the Covid-19 outbreak, as defined by the Government Decree, this Agreement shall remain in force until 31 July 2020.

Read, confirmed and signed

[signatures]

# REGULATORY GUIDELINES FOR MEASURES FOR THE GRADUAL RESUMPTION OF THE FCA GROUP'S ACTIVITIES IN ITALY

#### **BEFORE THE RESUMPTION OF ACTIVITY**

#### 1. Sanitization of all work environments

There are three types of activities that cleaning service providers, which must be adequate and in line with the authorizations and standards required by the relevant regulations, implement on specific requirements indicated by FCA.

#### A. CLEANING ACTIVITIES

These are procedures and operations that have as their purpose the removal of dirt, unwanted materials present on surfaces, objects, enclosed spaces and pertinent areas.

#### **B. SANITATION ACTIVITIES**

These are procedures and operations that have as their purpose the sanitation of enclosed spaces and pertinent areas through the destruction or deactivation of pathogenic micro-organisms.

These activities must be carried out after the cleaning activities. A surface can be considered hygienised when, through the use of products to ensure a reduced presence of germs, there is no evidence of dirt, the surface is not greasy to the touch, passing a paper handkerchief this maintains the its original color.

#### C. SANITIZING ACTIVITY

These are procedures and operations whose purpose is the sanitization of enclosed spaces and pertinent areas through cleaning, disinfection and sanitization when a confirmed case of COVID-19 is ascertained. A surface can be considered sanitized when through the use of products to ensure the elimination of the presence of germs, there is no evidence of dirt, the surface is not greasy to the touch, there is no unpleasant odor, a handkerchief passed on the surface retains its original color, the water passed over the surface flows evenly.

The procedures and products to be used are defined in specific protocols prepared by the service providers of cleanliness. Suppliers must certify that they have carried out the above activities by specifying documentation also in accordance with the indications of the competent authorities.

The areas to be cleaned and/or sanitised before resuming activities are as follows:

- workstations, meeting rooms, offices, warehouses, logistic areas, showrooms;
- toilets and showers;
- changing rooms;
- relaxation areas, canteens and cafeterias, water distributors;
- medical rooms;
- > air conditioners and fan heaters;
- service vehicles, trolleys, bulls, etc.;

company areas assigned to suppliers.

# 2. Prior information to workers

Before restarting activities, the information of staff (internal and external) must be ensured by a package of information including measures and rules implemented on company premises, to be sent via Whatsapp/e-mail and to be made available in the workplace. The same package is also available in the Employee portal in the "Coronavirus" section.

The information package includes:

- information on preventive measures to be applied
- hand washing with soap and water as well as with sanitizing liquid
- individual cleaning of work surfaces
- water supply from water dispensers with glasss/barrels
- measures to be respected in canteens
- correct use of lifts
- correct way of managing meetings
- behavioural guidelines for visitors and suppliers
- how to use specific PPE
- correct management of possible symptoms of COVID-19 and prevention activities

#### SINCE THE RESUMPTION OF ACTIVITY

#### 1. Staff information and training

Before starting work, each company manager informs his or her employees about the following arguments:

- measures put in place by the Company to deal with the coronavirus emergency;
- general obligations of workers to prevent virus transmission;
- behaviour in common areas (toilets, changing rooms, relaxation areas, canteens, smoking areas) and in work areas (fixed and mobile workstations);
- use of specific PPE for COVID-19 prevention and knowledge of standard operating procedures (Annex A).

For this purpose the information package and the specific data sheets are used.

At the end of the information session, this activity is recorded in the Prevention Diary.

The process includes the following actions:

- preparation of information and training material
- training of trainers
- distribution to workers
- training of specific populations (e.g. emergency workers)

#### 2. Update of the DVR and integration of the Emergency Plan

The risk assessment and the related document (DVR) are updated in the light of the measures provided for in these guidelines.

It is also necessary to supplement the Emergency Plan in order to understand:

- emergency measures taken as a result of the above mentioned update of the evaluation of the risks (and the related document) related to the presence of the risk of contagion from COVID-19;
- how to deal with a possible "COVID-19 suspect case" (according to the indications given by the competent authorities) both in the work areas and in the medical room;
- how to handle a possible "COVID-19 confirmed case" (both employee and external) with reference to persons who may have been in close contact with that person and activities of sanitization to be carried out in the work and service areas used by that person in the interior of the company;
- the training of personnel directly involved in emergency procedures (employees emergency and health personnel);
- information to all employees on additions to the Emergency Plan.

# 3. Cleaning and sanitation

Specific processes and cycles for cleaning and, where necessary, hygienic work environments are adopted. according to the indications defined above.

#### **WORKSTATION AND WORK EQUIPMENT**

Cleaning activities, by the individual employee, to be carried out at the beginning of each shift, focusing on the points of contact. This procedure also applies to vehicles used for company tests; these vehicles are also sanitized weekly.

# **WORKSHOPS, WORK AREAS AND FLOORS**

Cleaning and sanitation activities, by the cleaning service provider, to be carried out at least once at week and in any case when necessary.

#### OFFICES, MEETING ROOMS AND COMMON AREAS

Cleaning and sanitation activities, by the cleaning service provider, to be carried out at least once at week and in any case when necessary.

# **RELAX AREAS**

Cleaning and sanitation activities, by the cleaning service provider, to be carried out respectively after every break and at the end of the shift (in any case at least four times a day) and once a week.

# **DESKS AND KEYBOARDS**

Cleaning activities, by the worker, to be carried out at least once a day.

#### **TOILETS**

Cleaning and sanitation activities, by the cleaning service provider, to be carried out respectively after every break and at the end of the shift (in any case at least four times a day) and once a week.

#### **MEDICAL SALTS**

Cleaning and sanitation activities, to be carried out by the cleaning service provider, to be carried out respectively by two times a day and once a week.

#### **DISCONTINUED**

Cleaning and sanitation activities, by the cleaning service provider, to be carried out respectively at the end of every shift and once a week.

# LOGISTICS AREAS FOR SHIPPING AND RECEIVING MATERIALS AND WAREHOUSES

Cleaning and sanitation activities, by the cleaning service provider, to be carried out respectively a once a day and once a week.

# **SERVICE VEHICLES, TROLLEYS AND BOLTS**

Cleaning activities, by the employee, to be carried out at the beginning of each shift.

# **COMPANY AREAS ASSIGNED TO SUPPLIERS**

Cleaning and sanitation activities, by the cleaning service provider, to be carried out respectively a once a day and once a week.

# AIR CONDITIONERS, FAN HEATERS AND AIR EXCHANGE SYSTEMS

Prevention and control activities, carried out by qualified personnel of the maintenance service provider, according to a defined and documented standard program.

Maintenance programme, by the maintenance service provider, according to a programme defined and documented standard.

In any case the systems are managed in such a way as to favour air exchange.

# 4. Maintenance of the measures activated before the suspension of activity

§ availability of sanitizing gels at specific points (receptions, canteens, relaxation areas, etc.).

According to a point distribution plan identified by the employer, by general services, RSPP and the cleaning service provider.

§ availability of liquid detergents and paper at specific points to enable workers to keep clean your workplace and its equipment

According to a points distribution plan identified by the employer, by general services, RSPP and the cleaning service provider.

# § compliance with the distance of 1 meter, prevention of queues and gatherings in canteens, cafeterias and relaxation areas

In the canteens is posted specific signs with information on the correct way to behavior to be adopted, with particular attention to the issue of maintaining the distance of at least 1 meter between people and the need to always avoid crowds. To this end it is positioned, where necessary, appropriate road markings. Interventions to promote fluidity are insured

of the service also through the use of distribution of "bagged" meals with originally packaged food and to maintain the distance between people also by reducing the use of tables from 4 to 2 people sitting diagonally. The staff carrying out the catering service shall follow procedures and take measures specific hygiene prevention and PPE.

In the relax areas and in the cafeterias there is the already mentioned specific signage and signs horizontal to indicate the distances to be maintained during their use.

In the relaxation areas, sanitizing gel dispensers and surface cleaning kits are available.

Both the service staff in the cafeterias and the staff in charge of supplying the relaxation areas follow procedures and adopt specific hygiene prevention and IPR measures.

# § cleaning and sanitation procedures, compliance with the distance of 1 meter, regulation of access, and the use of toilets, changing rooms and showers

In the toilets and locker rooms there is a specific poster board with information on the correct how to behave, with particular attention to the issue of maintaining distance of at least 1 metre between people and the need to always avoid crowds, as well as the need to avoid correct way to wash your hands. Where necessary, special signage is positioned horizontal to help people keep a distance of at least 1 meter.

Toilets are equipped with special soap with more aggressive characteristics towards microorganisms and viruses. Workers are asked to arrive at the company already wearing their work clothes, in order to limit the use of the locker room only to those who carry out particular tasks, so as to reduce the density of people inside. Where possible, the locker room layouts are reviewed as well as the possibility of reassignment of the lockers according to the different shifts, in order to ensure the maintenance of the distance of at least three feet. The use of the showers is limited and reserved for those who carry out duties details.

# § procedures for the management of meetings

You should avoid face-to-face meetings as much as possible and use tele/call conference tools. In any case, the following measures apply if it is necessary to meet:

- -the meeting organiser must keep a precise list of the names and contacts of the participants, from use in case of a potential future emergency;
- -appropriate notices must be present at the entrance to the room containing the information and measures to be apply;

- -a hand sanitizer dispenser must be present at the entrance of the room with the indications on proper use;
- -the distance of at least 1 metre between people must be strictly observed at all times. In In particular, measures must be taken when entering and exiting the hall or during breaks in activities organisational arrangements that avoid crowding, taking account of the size and characteristics of the place, in order to ensure that the distance of at least 1 metre can always be respected;
- -during the meeting, the use of a cone microphone or other devices of mixed use is prohibited (it is allowed the use of only microphones for the individual stations dedicated to each participant);
- -the room must be adequately ventilated before, during and after the meeting. For this reason only rooms with windows should be chosen;
- -in the event that food or drink is provided during the meeting (with catering or in other forms), is It is essential that all foods are packaged at origin to avoid contamination and that the service personnel is equipped with surgical mask and gloves; hot and cold beverages must not be available in self-service mode; in the case of using cutlery and crockery, preference should be given to the "use and throwaway", delivered in a sterile bag; the waste must be properly separated and promptly removed and stored in areas specially equipped for this purpose.

# § procedures for "travelling" staff and for the management of business trips

For personnel whose job requires frequent travel in the territory:

- travel plans must be defined in such a way as to minimise the employee's exposure to risks of infection;
- appropriate PPE must be provided with an indication of how to behave during the journey;
- the necessary information must be made available through a specific guide.

Any additional specificities of this category of personnel will be monitored

For the rest of the staff it is necessary to limit as much as possible the trips of any kind and every business trip must be carefully analysed and approved taking into account the real needs and impact for the Company. The above measures are also applied to these workers.

# § access procedures for suppliers and visitors

As a precautionary measure, any visits by outside personnel should be avoided and rescheduled if possible. at the end of the emergency. Therefore, only strictly necessary access by external personnel is possible. to ensure business continuity.

However, access is not granted to those who have had close contact with suspected or confirmed cases. of COVID-19 in the last fourteen days or have flu-like symptoms such as fever, cough, difficulties respiratory, colds.

In any case, the external personnel must comply with the specific conditions that the company requires to access to the site.

All visitors/suppliers who need access to an FCA site, receive, at the time of registration at the entrance, in addition to the normal equipment (magnetic badge, security information, permit) a form to be completed and returned signed to the company security staff, who will contact the employee to whom the supplier/visitor must go, inviting him/her to go to the reception to accompany the

supplier/visitor where he/she must go. At the end of the visit, the employee must indicate and certify by signature the time in to which the supplier/visitor has been discharged.

#### 5. Activation of new measures

# § measurement of body temperature at the company inputs and management of the relative outcome

In order to ensure the measurement of body temperature to all persons entering the premises business and manage the results, the following detection technologies are adopted to ensure a correct access flow while respecting the security and privacy of people:

- A fixed thermal cameras, to be used in cases of access of large flows of people
- B mobile thermal cameras, for use in situations requiring greater flexibility in the survey
- C manual remote thermometers, to be used in cases where the solutions are not applicable precedents.

The operational measures are declined differently for the following three cases.

#### Case 1 - Pedestrian access to turnstiles.

Persons entering through pedestrian access, before the turnstile, are subject to the control of the body temperature through preliminary screening. In particular, the temperature measurement is performed according to specific site procedures and on the basis of the location of the equipment that will be used.

The personnel carrying out the survey, specifically trained and coordinated by the competent physician of the reference site/comprehension, must use the specific PPE, to be identified on a case-by-case basis on the basis of the type of temperature detection (manual or remote):

- o or goggles,
- o or FFP2 protective mask,
- o or disposable gloves.

If the temperature is higher than 37.5°C, the person - at his or her request - can go to specific spaces (e.g., to the room where the temperature is higher than 37.5°C). guardhouses or gazebos positioned ad hoc) where a second temperature measurement is carried out with traditional thermometer by the staff in charge. In any case, as a result of higher temperature at 37.5°C, the person cannot enter the company and is invited to return home and contact the doctor of family; in the case of external staff, if the person concerned requests a declaration in order to justify to their organization of the reasons for the lack of access to the site, this is prepared by the security staff, which issues the privacy policy at the same time as the person.

# Case 2 - Access by private car and/or service car.

The person entering by car (private or service car) approaches the motorized barrier and is invited to undergo the body temperature measurement by means of a preliminary screening according to the site-specific procedures and based on the location of the detection equipment in use.

In case the car is occupied by a person other than the driver, it is indicated that the driver needs to stop the car after the access barrier for manual screening of the occupants of the vehicle. car.

From this moment on, the procedure described in Case 1 is followed.

Case 3 - Access by light or heavy means of transport.

For direct and indirect material suppliers, a dedicated entrance with temperature measurement is used body with the same logic indicated for case 2 and taking into account the variability of the situations that are may present (vehicle type, left or right hand drive, etc.).

If the value of 37.5°C is exceeded, the following two options are applied:

- 1. if the delivery or service to be performed in the company by the supplier has no implications and is postponable, the provisions laid down in case 2 apply;
- 2. if the delivery is strategic for production, emergency or other reasons to be assessed on a case-bycase basis, to the supplier is required to remain on the vehicle, keeping the PPE in his equipment for the preventive containment, and the unloading operations are carried out by the site personnel, according to the

the appropriate means and equipment in terms of means and PPE.

The above measures do not apply in the case of access to emergency vehicles (external ambulances/internal, internal/external fire brigade means, law enforcement means).

### § supply of masks and other specific PPE, if any

All persons (internal and external) entering the company premises must wear masks. surgical. The masks must be worn before entering the company.

The surgical masks provided must comply with legal requirements.

All employees are trained in accordance with the chapter "Information and training". to the correct use of the mask. For this staff is provided by of the Company of two masks for each working day; further specifications can be evaluated exceptional needs.

There is a specific procedure to collect and dispose of used masks.

All employees are also provided by the company with gloves (one pair for each working day) to be used. mandatory during the cleaning operations of the workplace; the use of gloves does not eliminate the need to to respect all behavioural measures to be applied to the hands (e.g. do not touch the mouth or nose,

wash or sanitize hands frequently, etc.). The personnel are trained in the correct use of the above mentioned gloves.

There is a specific procedure for the collection and disposal of used gloves.

One pair of safety glasses per person per month is provided, which must always be used during the cleaning operation of the workplace in order to avoid possible risks to the eyes from the sanitizing product used.

#### § management of personnel at risk with specific fragility

Employees with specific weaknesses, which make them hypersensitive to the COVID-19 virus, are managed with particular attention in line with the indications and requirements of the competent authorities.

In any case, their progressive return to work is defined as a result of a process aimed at protecting their health conditions, based on the medical certificates provided by the worker concerned and the elements possibly available in the health and risk records kept by the competent doctor.

#### 6. WORK ORGANISATION MEASURES

#### § agile work

For staff called to perform their work, it continues to be adopted - where compatible with the required activity - the agile working mode, in order to limit the presence of personnel inside the company premises.

# § mobility of personnel between production units and departments

As far as possible, mobility of personnel between production units and departments is avoided and limited. therefore to strictly necessary cases. In such cases, preference is given to arrangements aimed at the stability of teams of work, avoiding individual rotations and frequent movement of the workers concerned.

With the same aim, the rotations of workers within the work areas are avoided in order to promote polyvalence; these rotations are limited to the replacement needs of the employees in case of absence of the same or other imperative operational needs.

# § workstations

In order to achieve compliance with the distance of 1 metre between workers, spacer measures are taken of the workstations, both through the revision of the workstations and the related layout and through the use of of protective barriers.

With the same aim, support systems for workers are adopted, also in common areas, for the respect of physical distance (physical barriers, ground signs, proximity detectors, etc.).

# § pause systems

For the specific purposes of maintaining the spacing between workers as well as to avoid assemblies of the same in common areas (toilets, canteens, relaxation areas, smoking areas) is defined at level of a single production unit a revision of the pause systems, according to the characteristics of the production/activity carried out, as follows, to be applied jointly, or disjointed according to local specificities:

- the differentiation of the collective break times between the individual departments that make up the production unit and the different areas of work;

- the spreading of breaks within the whole shift;
- the extension of canteen opening hours;
- the placement at the end of the shift of the break.

### § entry and exit of workers

At local level, according to the plan and the logistic and access control availability of the unit mechanisms are adopted to avoid queues and incoming groups (also in relation to the production process). need to detect the body temperature) and out of work shift, according to the following mode of reference:

- revision of the starting times of the shifts and spacing of the shifts;
- certification of outgoing presence by the direct supervisor instead of by stamping by of the worker;
- facilitation of the use of the personal car, also through the widest possibility of access to the parking areas;
- actions to obtain from the managing bodies the willingness to review vehicle schedules public transport to and from the main destinations, in relation to any timetable changes made to the work shifts, even with an increase in the number of journeys to ensure the distance between the people.

# § use of the CIGO

In order to implement the organisational measures for the progressive application and implementation of the indications provided for in these guidelines, the activity is started gradually, even with a smaller number of employees to what is normally necessary.

Employees temporarily suspended as a result of this reduction in activity are placed in CIGO; at the In order to balance the periods of presence/suspension from work, mechanisms are adopted to weekly rotation of workers within fungible professional figures.

# **ANNEX A**

# **Examples of work instructions (SOPs) for the use of PPE**

GLOVES
(see picture)
SURGICAL MASKS
(see picture)
EYES
(see picture)
WORKPLACE CLEANLINESS
(see picture)