



Diversity and Inclusion Policy: Recruiting @ Snam

Purpose

This document is a supplement to Snam's "Diversity and Inclusion" and "Gender Equality" policies, with the goal of creating a standardised methodology through clear and shared guidelines, and includes the selection and recruitment processes.

Overview

At Snam, we are committed to a fair, merit-based and transparent approach so that we can create an organisation that focuses on the person, valuing the different backgrounds, experiences and skills of each individual.

We promote inclusivity and diversity in all its forms and we are against any kind of discrimination because we believe that diversity in the workplace encourages mutual respect, creativity and productivity. This strengthens our corporate culture and reputation, making them cohesive and able to sustain Snam's growth in the long term.

Our goal is to attract, select and keep the best talent by offering equal opportunities to every individual regardless of age, ethnicity, nationality, religion, gender, disability, sexual orientation, political affiliation, marital or socio-economic status. Resource selection is based on experience, ability and skills.

We try to eliminate distortions of judgement through training that will lead to awareness of unconscious bias in recruiting processes, of the principles of equality and the use of inclusive language in the workplace.

At the same time, we make sure that every person in the company has the same professional opportunities by developing a career growth path through performance evaluation, training and by ensuring that everyone is made aware of open positions.

This policy establishes principles and procedures to ensure that recruitment and selection practices are consistent, fair and merit-based, to meet all relevant legislative requirements for the country in which the selection takes place and are applied to every professional position.

Stakeholders and processes

At Snam, all selection processes are managed by the Human Resources Department, which handles all phases in their entirety, from gathering information on what the departments need all the way through to placing the selected resource, taking into consideration the current and future needs of the company, budget and market conditions.



Specifically, the Line Managers, HRBPs and Talent Acquisition are responsible for ensuring compliance with the D&I Recruiting Policy, both within the company and externally, for each personnel search, during the entire selection and hiring process.

The phases of the selection process are:

- Identifying a vacancy and writing a job description
- Publishing the announcements
- Screening
- Interviews
- Job Offer and Hiring

3.1 Identifying a vacancy and writing a job description

Identifying the need to open a vacancy, in other words, a vacant or new position, is the first step in the selection process. Once the vacancy has been identified, the HRBPs and Line Managers draw up the job description using inclusive and non-discriminatory language. This is a document containing the description of the position and the required characteristics that the ideal candidate must possess.

The Job Description will contain the following:

- Company profile
- Job Title (without explicitly referencing gender)
- Duties and responsibilities of the position
- Professional experience, training and the hard and soft skills required
- Place of work, department, function and type of contract, location
- Equal Opportunity Employer (EEO) Statement: *"We are committed to creating a safe and inclusive workplace, based on mutual respect and the appreciation of diversity, offering equal job opportunities to every qualified candidate."*

3.2 Publishing the announcements

Once the Job Description has been defined, it is published to ensure that it is visible to candidates.

The job post will be on Snam's Intranet and public website and on various job boards to reach candidates with different backgrounds who are suitable for the position.



3.3 Screening

This phase of the recruitment process involves collecting all applications received and screening them with the aim of identifying all potential candidates who meet the requirements indicated in the job post.

Screening is carried out taking into account the indications contained in the Job Description and the needs of the department, always in compliance with the "Diversity & Inclusion" and "Gender Equality" policies.

3.4 Interviews

All suitable candidates have the same opportunity to be interviewed.

The interview gives the candidate the chance to get a better understanding of the position and for the company to get to know the candidate and assess the experience and skills of each individual through structured and non-discriminatory questions to guarantee compliance with the policies.

3.5 Job Offer and Hiring

In the job offer and hiring phase, Snam is committed to complying with local legislative requirements in the country where it is hiring and welcomes all employees in an inclusive, respectful and open environment.

The offer is made to the resource whose experience, skills and potential are most in line with the position to be filled and has demonstrated that they share our company values.

For all professional positions, Snam creates opportunities and conditions that enhance each person, making offers that are in line with the reference market and commensurate with the expertise, duties and responsibilities of the future employee through fair and merit-based treatment.

3.6 Tools

At Snam, all the tools used in the selection process, such as the ATS (Applicant Tracking System), have been implemented to comply with the "Diversity & Inclusion" and "Gender Equality" policies.

Digital solutions simplify the process and support all the people involved in identifying the best resource through objective and merit-based criteria, ensuring equal opportunities to all candidates.



The use of innovative systems contributes to improving internal and external branding in order to attract and diversify our population and expand our talent pool.

Snam promotes transparency and collaboration by tracking all the steps of the selection process and sharing the information of each candidate with the Line Managers and the HRBPs.