

REGULATIONS

1. INTRODUCTION

CUBO is the Corporate Museum of the Unipol Group, spread across two venues:

- Porta Europa - Piazza Sergio Vieira de Mello, the raised square inside the Unipol Group offices at Via Stalingrado 37
- In the Bologna Unipol Tower - Via Larga 8, floors 25, 26 and 27.

CUBO's initiatives are also organised at the Group's main offices. It is a meeting space for developing relationships and enjoying experiences on themes that differ, yet are all interconnected with the Group's core values.

2. INSTITUTIONAL FUNCTIONS AND SPECIFIC MISSION

2.1 CUBO was established in 2013 to narrate the identity, cultural heritage and history of the Unipol Group through the universal language of culture, translating the Group's challenges into stories, experiences and pathways. In 2020, CUBO opened its second location at the Bologna Unipol Tower.

2.2 CUBO seeks to:

- a) collect the historical materials of the companies that are part of the Unipol Group, handling their research, cataloguing, digitisation and conservation;
- b) enhance, promote and spread awareness of the Unipol Group's Artistic and Cultural Heritage;
- c) plan and create exhibitions, meetings, conferences and cultural events, including in conjunction with other public and private subjects;
- d) promote educational, outreach and didactic activities in cooperation with Italian and foreign educational institutions, universities and cultural and research institutions;
- e) organise cultural itineraries, identified according to the connection between different cultural and environmental assets, through the enhancement of its Artistic Heritage and loans of works of art, in collaboration with the competent bodies and associations;
- f) participate in the integrated system of museums in the metropolitan area, the region and the whole country, and cooperate with institutions, public bodies and private entities operating in the cultural sector at local, national and international level;
- g) collaborate with institutions in the conservation of cultural heritage, in conjunction with the bodies and offices responsible for its protection;
- h) curate relations with public and private associations and institutional bodies operating in similar sectors, in order to promote and support CUBO's cultural activities within a context of relationships and exchanges.

3. MANAGEMENT

3.1 In compliance with the general guidelines envisaged, the management of CUBO:

- a) defines the cultural and institutional projects as well as the artistic, cultural and scientific initiatives, while also handling the associated national and international relations;
- b) monitors organisational and administrative management through the competent offices and the executive organisation of individual initiatives, providing the means and tools necessary for their concrete implementation;

- c) proposes the budget for expenditure and draws up the final balance sheet;
- d) coordinates and directs the activities of the staff assigned to the museum, who are functionally subordinate to the management;
- e) adopts every suitable measure for the safety of the assets and the people who work in or access the museum;
- f) ensures the keeping and updating of digital archives and inventories;
- g) formulates proposals and expresses opinions regarding the acquisition on loan, pre-emption, purchase, assignment and deposit at the museum of private or publicly owned cultural assets, and regarding the use of the assigned museum heritage assets and the loan of works;
- h) coordinates the monitoring and evaluation of activities and services for the public, in compliance with the quality standards set in the Service Charter, and verifies the acquisition of quantitative and qualitative data on visitors;
- i) manages trade union relations in relation to museum staff, in compliance with company guidelines;
- j) prepares a periodic document with a report on the museum's activities, which includes:
 - I. the specific objectives of the museum's activities as part of its mission, in particular the initiatives to be carried out for the enhancement of its spaces and heritage, the cataloguing of works, new installations, exhibitions and other cultural events;
 - II. any measures for the integrated and non-integrated management of the museum's services, either directly or through outsourcing;
 - III. study, research and innovation initiatives regarding the cataloguing and inventorying of cultural assets, including in selection procedures with the regions in accordance with the relevant legislation;
 - IV. the organisation of studies, research and cultural initiatives in collaboration with the regions, universities and cultural and research institutions;
 - V. the forms of the museum's participation in initiatives to promote training in the areas of competence, in collaboration with universities, regions and local authorities;
 - VI. staff training and refresher courses;
 - VII. promotion initiatives at high schools for the dissemination of museum activities;
 - VIII. the methods for verifying the results obtained in relation to the objectives and assigned resources.

4. STAFF

4.1 CUBO organises the management of the exhibition spaces and the services entrusted to it in compliance with current legislation:

- a) the guidelines of Regional Law no. 18/2000 and the relative resolution of the Regional Council no. 309/2003;
- b) the mandatory requirements defined by the Cultural Heritage Institute (IBC);
- c) professional profiles and qualifications for museums in the Emilia-Romagna Region;
- d) the CCNL (National Collective Labour Agreement) for the insurance sector;
- e) the CIA Supplemental Corporate Agreement) of the Unipol Group and specific agreements signed with the trade unions.

4.2 To carry out its functions, CUBO makes use of specifically assigned employees; staff requirements are defined by the CUBO Management in accordance with the competent Departments of the Unipol Group, with which it agrees on vocational training and refresher courses for staff.

4.3 The CUBO Management determines the daily working hours, which may include evening, night and holiday shifts within the framework of the specific contractual regulations.

4.4 The regulations governing the legal status and remuneration of CUBO staff are those established for employees in the insurance sector, with a specific agreement between the Company and the trade unions.

4.5 The following functional positions are ensured by CUBO:

- a) management;
- b) planning and coordination of museum services (educational services, reception, CUBO shop, etc.);
- c) Artistic Heritage care, conservation and cataloguing activities;
- d) cataloguing, digitisation and archiving of the company's Historical Archive;
- e) temporary exhibitions of contemporary art, the Group's Artistic Heritage and the Historical Archive;
- f) monitoring and promotion services in the local area;
- g) administrative and contractual services.

4.6 For the services entrusted under licence, the management verifies that they are carried out by qualified staff, in compliance with the standards identified by the Ministry and the indications laid down in the service contracts.

5. MANAGEMENT OF THE GROUP'S ARTISTIC HERITAGE

5.1 The Unipol Group's Artistic Heritage is the result of various collections and the fruit of mergers with other insurance companies;

5.2 CUBO ensures that the asset management activities comply with the current regulations, guidelines and standards defined by the Italian Ministerial Decree of 10 May 2001, as well as the ministerial regulations of the Central Institute for Catalogues and Documentation (ICCD). In particular, it undertakes to:

- a) catalogue the Group's Artistic Heritage in digital form (PAGURO and SAMIRA applications) and conserve it according to the conservation standards established by law;
- b) trace and map the Artistic Heritage in the various Group offices;
- c) periodically monitor the environmental conditions and state of conservation of the works on display and those preserved in storage and propose the necessary conservation interventions;
- d) grant the works of its Artistic Heritage as a material loan for the licensed initiatives of other subjects;
- e) promote research, relations and exchanges between scholars in the sector;
- f) perform inventory checks of the collections at scheduled intervals;
- g) increase the Artistic Heritage through acquisitions;
- h) enhance and promote knowledge of the Artistic Heritage in order to foster the development of culture.

6. MANAGEMENT OF THE GROUP'S HISTORICAL ARCHIVE

6.1 The Unipol Group's Historical Archive is the historical memory of the company; it digitally and physically researches, studies, catalogues and archives the historical material from many corporate

areas, as well as the subsequent acquisition of the historical archives of the companies that joined the Group.

6.2 CUBO ensures that the Historical Archive management activities comply with the current regulations, guidelines and standards defined by the Italian Ministerial Decree of 10 May 2001, as well as the ministerial regulations of the Central Institute for Catalogues and Documentation (ICCD). In particular, it undertakes to:

- a) catalogue the Group's Historical Archive in digital form (PERGAMO application) and conserve it according to the conservation standards established by law;
- b) research the material at the various Group offices and at any external body or person;
- c) periodically monitor the environmental conditions and state of conservation of the material and propose the necessary conservation interventions;
- d) enhance and promote knowledge of the Historical Archive in order to foster the development of culture.

7. SERVICES TO THE PUBLIC

7.1 Access to spaces

UBO ensures access to all Italian and foreign visitors (with particular attention to more vulnerable social groups and the disabled) and promotes the broadest participation of the population through initiatives in cooperation with other public and private entities. The opening hours and days are indicated at the museum entrance, on the website and on social channels, at tourist promotion agencies and in the local press; the conditions for visiting CUBO, the safety rules and prohibitions are described in the Service Charter and highlighted at the entrances.

7.2 Service quality

The museum defines the minimum quality levels of the services provided in the Service Charter and undertakes to monitor compliance with the set standards, respond to complaints and periodically ascertain the degree of visitor satisfaction with the quality of the service rendered.

7.3 Spaces

- a) Information point
- b) Cloakroom
- c) Concierge and reception
- d) Bathrooms
- e) Sale of gadgets
- f) Free Wi-Fi

7.4 Mediateca

The multimedia space dedicated to the Historical Archive of the Unipol Group and to contemporary society, with the aid of touch tables and interactive video walls.

The following multimedia itineraries are available:

- **Unipol and its history**
- **Images and people**
- **Historical Archive**
- **The evolution of the company**
- **CUBO Experiences**

The Mediateca is also a venue for the initiatives and events promoted by CUBO. Thanks to a modular system, it can be used for multiple functions such as conferences and lectures, meetings, educational workshops and performances. It is available for associations and institutions and for charitable initiatives upon request.

7.5 Spazio Sicurezza

This space, dedicated to road safety and education, is a genuine real laboratory linked to use of the road, available for schools, institutions, associations and professional categories.

It aims to help spread a culture of road safety and accident prevention and is equipped with safe driving simulators (cars, motorcycles, bikes and pedestrians) capable of reproducing the effects caused by particular environmental and psycho-physical conditions.

7.6 Spazio Cultura, Vega, Altair

Multifunctional spaces designed to accommodate the various initiatives and events promoted by CUBO and made available for moments of dialogue and study. Thanks to modular systems, the rooms can be used for the organisation of conferences and meetings for company departments, external audiences and educational workshops.

7.7 Gardens

The gardens of Piazza Vieira de Mello are furnished with a series of audiovisual light installations that allow visitors to enjoy immersive experiences.

During the summer months, a stage is set up with seats to host the summer programme of evening events, performances and meetings.

7.8 Spazio Arte

A space that promotes art in all its forms, with a keen eye on new generations through the creation of temporary exhibitions, meetings with artists, laboratories and workshops.

7.9 Historical Archive

The Historical Archive of CUBO is a place of memory, where all the recovered materials are collected; it digitally and physically researches, studies, catalogues and archives the historical material from many corporate areas, as well as the subsequent acquisition of the historical archives of the companies that joined the Group. All the material can be consulted in the Mediateca through a specific application and, upon request and for specific needs, can also be viewed physically.

7.10 Spazio Aldebaran

The multimedia space focusing on the topics of Mobility, Welfare and Property. It has interactive multimedia stations for learning and increasing awareness of the risks in daily life and the role of insurance.

7.11 Spazio Sirio

A multifunctional space where culture and socialisation intertwine to promote the CUBO programme: initiatives, events, educational workshops and shows.

8. MONITORING AND EVALUATION OF RESULTS

8.1 CUBO has a monitoring and evaluation system for:

a) collecting and analysing turnout and customer satisfaction data over time;

- b) discovering and analysing the socio-cultural profile and behaviour of the various audiences who visit the spaces and initiatives proposed by CUBO;
- c) conducting surveys on specific issues and one-off assessments of the individual initiatives activated.

8.2 CUBO also participates in the preparation of the Unipol Group's integrated financial statements with the reporting of its activities.