

Guidelines for the use and management of the cafeteria service and the alternative meal service

adopted with resolution no. 16/2022 dated December 12th, 2022 of the Head of the Human Resources Service

INTRODUCTION AND METHOD OF USE

Fondazione Bruno Kessler provides to its staff a corporate cafeteria service and an alternative meal service (Easy Lunch) under the terms and conditions, and according to the procedures provided for non-managerial personnel of the local self-government sector of the Autonomous Province of Trento (art. 46 CCPL Foundations).

The above terms, conditions and procedures, with no prejudice to the principles that inspire them, should be interpreted in light of the particular nature and purpose of the Foundation as well as its organizational and operational model.

The latter - with a view to the marked independence of the research activity, the enhancement of personnel and their knowledge and skills, as well as the focus on financial and social impact - determines an objective-based kind of working relationship characterized by a scheme of marked hourly flexibility and combination of in-person and remote work.

This scheme, inspired by the Statute of Autonomy of Research Activity (Art. 58 CCPL for Foundations) and by project-based work, is governed and constantly monitored by a formalized system of verification of the progress status of objectives that, even in the case of single electronic attendance tracking, complements the traditional attendance management system.

In this context of "fluid organization," the right to the actual use of the cafeteria service or the alternative meal service (Easy Lunch) by staff is inevitably and inescapably tied to their actual and proven on-duty presence at the Foundation's offices.

The Foundation's "staff" category includes, in addition to employees, the staff of the Autonomous Province of Trento as well as FBK's "leased employees"

As set forth in Article 4 letter c of Ministerial Decree No. 122/2017, the Foundation also allows the use of the cafeteria service and the alternative meal service (Easy Lunch) by parasubordinate staff holding a coordinated and continuous collaboration contract whenever the relevant assignment is carried out at the Foundation's premises.

As statutorily required to promote a widespread capacity for innovation, the Foundation involves communities, schools, educational institutions and facilities, and the businesses in order to foster, in the circulation of knowledge and technologies, the growth of the Trentino Region (Art. 2 Statute).

Within this framework and within the limit of relative economic sustainability, the Foundation, providing the reasons on a case-by-case basis, may extend the use of the cafeteria service - and only exceptionally also the alternative meal service (Easy Lunch) - to figures such as:

- PhD students formally involved in the "FBK International PhD Program",
- students formally involved in the "FBK Scholar Program",
- affiliates pursuant to the Foundation's Affiliation Regulations,
- project holders of the Italian Civil Service at the Foundation,
- "Progettone PAT" staff assigned to the Foundation.

MANAGEMENT

1. Use of the cafeteria service or the alternative meal service (Easy Lunch) is inextricably linked to actual and proven on-duty presence at the Foundation's premises. It is therefore not allowed in cases of remote work.

2. For the above purpose, the union leave, leave for union assembly and leave for medical examination are considered as "reasons for eligibility" to use of the service in question.
3. The right to use the cafeteria service and the alternative meal service (Easy Lunch) is strictly personal and cannot be transferred.
4. The cafeteria service or alternative meal service (Easy Lunch) can be used only once a day at lunchtime.
5. Neither the cafeteria service nor alternative meal service (Easy Lunch) can be converted into cash, goods, or benefits other than the meal. Moreover, it may not give the right to monetize the difference between its nominal value and its actual use.
6. Given the relatively wide network of affiliated establishments, the alternative meal service (Easy Lunch) should always be used when on official travel in the Province of Trento.
7. To use the alternative meal service (Easy Lunch), workers will have to download the "Easy Lunch mobile" application available from the "Play Store" and "Apple Store" platforms.
8. Eligible workers will receive download instructions via e-mail in addition to the access credentials, personal username, password and employee number needed to use the service.
9. QR codes from the "Easy Lunch mobile" application can also be printed (from the desktop version of Easy Lunch, with the same credentials used for the mobile version. The printed QR code is to be shown to the participating establishment).
10. Affiliated establishments can be viewed on the "Easy Lunch mobile" application or on the web portal of the application.
11. Establishments are required to issue a "*scontrino*" or tax receipt.
12. If the establishment is temporarily unable to read the QR code, the user may be asked to fill out a form attesting to the use of the meal service.
13. Failure to comply with these Guidelines constitutes a violation of the Foundation's Code of Conduct and may result in the suspension of the cafeteria service or alternative meal service (Easy Lunch) privileges. In the event of serious violations, the Foundation shall take all necessary protection measures.