



E.B.M.
REGULATIONS
2021

Approved by the EBM General Meeting of 22 December 2020

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REGULATIONS

ART. 1 – SUBJECT MATTER AND SCOPE

These regulations govern the activity of disbursement of contributions by E.B.M. on the basis of the agreement between Unionmeccanica Confapi and Fiom-Cgil of 15 November 2013 and the National Collective Labour Agreement of 29 July 2013 and the subsequent integration of Fim-Cisl and Uilm-Uil following the renewal of the National Collective Labour Agreement signed on 3 July 2017 and subsequent amendments, additions and renewals, in relation to the events governed below.

ART. 2 – BENEFICIARIES

The activities and benefits provided by E.B.M. will be provided exclusively in favour of companies and their employees who are up to date with the payment of contributions, and in the measures provided for by the National Collective Labour Agreement of 29 July 2013 and in the manner provided for in the agreement of 15 November 2013.

Monthly payments must be made exclusively through the F24/UNIEMENS procedure, using the EBMC code in the INPS section. Failure to make the F24 payment and the omission of the communication of the UNIEMENS flows will be cause for non-fulfilment, which will not allow the benefits to be claimed.

ART. 3 – MANAGEMENT EXPENSES FUND

A Fund for management expenses is established to which, on a transitional and experimental basis, 5.0% of the total income of all the Funds of E.B.M. is allocated, to be deducted from the sums paid into the Fund for the Observatory of Bargaining and Labour in the Metalworking Sector for the activities referred to in points a) and b) of Chapter 4 of the Minutes of the Agreement of 15 November 2013. This fund will be used to cover the running costs of EBM and may be supplemented as necessary on the proposal of the Executive Committee and resolution of the General Meeting.

ART. 4 – FUNDS FOR THE PROVISION OF ACTIVITIES AND BENEFITS

In accordance with the provisions of the Minutes of the Agreement of 15 November 2013, the following Funds are established:

- Metalworkers' Security Fund
- Metalworkers' Bilateral Development Fund
- Metalworkers' Income Support Fund
- Fund for the Observatory of Bargaining and Labour of the Metalworking Sector

The Funds shall be financed by the amounts paid monthly by the companies in the amounts



provided for by the National Collective Labour Agreement of 29 July 2013 and in the manner provided for by the agreement of 15 November 2013, net of the amount allocated to the Fund for management expenses pursuant to Article 3 above. The Funds do not have legal status and are administered by the E.B.M. Executive Committee.

ART. 5 – CAPACITY OF FUNDS

When providing benefits and carrying out activities financed by each Fund, according to the minutes of the Agreement of 15 November 2013, the capacity of the Fund shall not be exceeded.

Any surplus, as at 31 December of each calendar year, shall be used for the same benefits and activities in the following calendar year, within the same Fund.

Any extraordinary need requiring the transfer of resources from one Fund to another, subject to the requirement of a balanced budget, shall be decided by the E.B.M. General Meeting, on the proposal of the Executive Committee.

ART. 6 – ACTIVITIES AND BENEFITS

The activities and benefits of E.B.M. shall be carried out in the following ways and terms.

A. RECIPIENTS

The activities and benefits are intended for:

- a) all companies registered with the Ente Bilaterale Metalmeccanico, in good standing with the payments provided for by the Unionmeccanica Confapi/Fiom National Collective Labour Agreement of 29 July 2013 and the subsequent integration of Fim-Cisl and Uilm-Uil following the renewal of the National Collective Labour Agreement signed on 3 July 2017, and subsequent amendments, additions and renewals.
- b) the workers in the companies referred to in point a) above who are employed under an employment contract.

B. CONDITIONS

- 1) Companies: in order to benefit from the benefits of the following E.B.M. Funds, companies must fully apply the above-mentioned National Collective Labour Agreements and be up to date with monthly payments.
New member companies may apply for benefits after having paid in at least six (6) months.
No payments in arrears are allowed for periods longer than six (6) months prior to the first request.
- 2) Workers: Employees with a full-time or part-time employment relationship employed: i) on an open-ended contract ii) with an apprenticeship contract iii) on a

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fixed-term contract for a period equal to or greater than 4 (four) months will be entitled to benefits from the following E.B.M. Funds. Benefits may be claimed for the period during which the workers are employed by the company.

Newly recruited workers from a company that is already up to date with contributions will be eligible for benefits after 4 (four) months from the first contribution payment.

New companies and newly recruited Workers who have not fulfilled the requirements described above will be barred from submitting applications.

Companies that are not in order with their payments and their Workers will be prevented from submitting applications until they are in order with their contributions as described in the Import Manual in the *Documents* section of the website.

C. FUNDS

C.1 - METALWORKERS SECURITY FUND

The Metalworkers' Security Fund is managed by the Organismo Paritetico Nazionale Metalmeccanici (O.P.N.M.) on the basis of the [OPNM Benefits Regulations](#), which have been defined and can be consulted at www.entebilateralemetalmeccanici.it.

C.2 - METALWORKERS' BILATERAL DEVELOPMENT FUND

The following benefits are paid by the Metalworkers' Bilateral Development Fund.

EXTERNAL TRAINING FOR WORKERS EMPLOYED UNDER AN APPRENTICESHIP CONTRACT

Size of the benefit:

A total annual contribution of € 200.00 (two hundred) per apprentice for external training expenses is provided for, with the obligation for the companies themselves to reimburse the apprentice for expenses incurred for transport, meals, travel time.

Deadline for submitting the application:

- **six months** after the end of external training

Procedure for submission:

The application can be submitted by the Company or by the appointed/authorised Consultant through the specific reserved area of the [New E.B.M. Platform](#), according to the procedures described in the Operating Manual, which can be consulted in the *Documents* section of the same portal.



The application form, automatically pre-compiled by the system, must be digitally signed by the Company by means of an OTP validation SMS sent to the mobile phone number validated on the Platform.

The following scanned PDF documentation must be attached:

- a copy of the apprenticeship contract of the worker for whom the annual contribution is requested;
- documentation certifying external training;
- self-certification signed by the apprentice regarding reimbursements received from the company.

C.3 - METALWORKERS' INCOME SUPPORT FUND

Income support measures cover cases of:

C.3.1 - INCOME SUPPORT FOR BUSINESSES

One-off payment to companies (within the spending limits decided annually by the Executive Committee, up to a maximum of 1/3 of the capacity of the Income Support Fund).

SICK LEAVE

Size of the benefit:

€ 105.00 (one hundred and five/00) as *a lump sum* upon the occurrence of the employee's sick leave during the calendar year (1/1 - 31/12), each company shall be entitled to one (1) subsidy for every ten (10) workers, and multiples of ten (10) as per the attached scheme and available on the EBM portal in the Benefits → Documents section, employed by the company, as shown by the payments made on the date of the request.

Only one benefit may be claimed per year for the same worker.

Deadline for submitting the application:

- **three months** after the sick leave event

Application procedure:

The application can be submitted by the Company or by the appointed/authorised Consultant through the specific reserved area of the [New E.B.M. Platform](#), according to the procedures described in the Operating Manual, which can be consulted in the *Documents* section of the same portal.

The application form, automatically pre-compiled by the system, must be digitally signed by the Company by means of an OTP validation SMS sent to the mobile phone validated on the Platform.

The following scanned PDF documentation must be attached:

- a copy of the LUL showing the start of the period of sick leave or a copy of the INPS sick leave certificate.

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C.3.2 - WORKERS' INCOME SUPPORT

One-off payment to employees (within the spending limits decided annually by the Executive Committee, up to a maximum of 2/3 of the capacity of the Income Support Fund) for the following events:

A. CONTINUOUS SICKNESS BENEFIT DURING THE CALENDAR YEAR (1/1 - 31/12) WITH PAYMENT BY THE COMPANY OF 50% OF THE SALARY

Size of the benefit:

€ 250.00 (two hundred and fifty/00), for a maximum of six (6) months, upon the occurrence of a continuous sickness event during the calendar year (1/1 - 31/12) for a minimum of 10 (ten) working days per month of sick leave, resulting in the payment by the company of 50% of the salary.

Deadline for submitting the application:

- **six months** from the 50% reduction of the salary.

Application procedure:

The application can be submitted by the Company or by the appointed/authorised Consultant or directly by the Worker, through the specific reserved area of the [New E.B.M. Platform](#), according to the procedures described in the Operating Manual, which can be consulted in the *Documents* section of the same portal.

The application form, automatically pre-compiled by the system, must be digitally signed by both the Worker and the Company by means of an OTP validation SMS sent to the mobile phone number validated on the Platform.

The following scanned PDF documentation must be attached:

- copy of the complete LUL(s) (pay slip and attendance list) with the sickness event, for which action is requested, showing the actual reduction of 50% of the salary and no supplement to the salary.

B. USE OF LEAVE UNDER LAW 104/92, FOR ASSISTANCE TO CHILDREN AND DEPENDENT PARENTS

Size of the benefit:

€ 200.00 (two hundred/00) ONE-OFF PAYMENT for workers who take leave, only for their children or parents, under Law 104/92, as per the relative INPS authorisation valid in the year in which the request for benefit is presented or subsequent years. Since the benefit



can only be requested once during the employee's entire working relationship with the company, it will not be granted to employees who have already previously benefited from reimbursement under Law 104/92.

Deadline for submitting the application:

- As the benefit is reimbursable on a one-off basis, it can be submitted without a time limit.

Application procedure:

The application can be submitted by the Company or by the appointed/authorised Consultant or directly by the Worker, through the specific reserved area of the [New E.B.M. Platform](#), according to the procedures described in the Operating Manual, which can be consulted in the *Documents* section of the same portal.

The application form, automatically pre-compiled by the system, must be digitally signed by both the Worker and the Company by means of an OTP validation SMS sent to the mobile phone number validated on the Platform.

The following scanned PDF documentation must be attached:

- copy of the INPS document authorising the use of permits under Law 104/92.
- certificate attesting to the fact of being a child or parent of the worker (e.g. birth certificate or birth extract).

Self-certifications will NOT be accepted.

C. ENROLLMENT OF WORKERS' CHILDREN IN DAY CARE (age:3 months/3 years)

Size of the benefit:

€ 200.00 (two hundred/00) per calendar year (1/1 - 31/12) for the employee who enrolled his/her child in a nursery school.

Deadline for submitting the application:

- from 1st September to 28th February of the following year

Application procedure:

The application can be submitted by the Company or by the appointed/authorised Consultant or directly by the Worker, through the specific reserved area of the [New E.B.M. Platform](#), according to the procedures described in the Operating Manual, which can be consulted in the *Documents* section of the same portal.

The application form, automatically pre-compiled by the system, must be digitally signed by both the Worker and the Company by means of an OTP validation SMS sent to the

mobile phone number validated on the Platform.

The following scanned PDF documentation must be attached:

- certificate of enrolment/attendance for the current school year at the time the application is submitted, issued by the educational establishment or equivalent documentation (proof of payment of school fees/charges).

Separate applications must be submitted for each child.

Self-certifications will NOT be accepted.

D. COSTS OF ENROLLING EMPLOYEES OR THEIR CHILDREN IN SECONDARY SCHOOLS (UPPER SECONDARY SCHOOLS)

Size of the benefit:

€ 120.00 (one hundred and twenty/00) per school year for workers who have enrolled themselves or their children in secondary schools (upper secondary schools).

Deadline for submitting the application:

- from 1st September to 28th February of the following year

Application procedure:

The application can be submitted by the Company or by the appointed/authorised Consultant or directly by the Worker, through the specific reserved area of the [New E.B.M. Platform](#), according to the procedures described in the Operating Manual, which can be consulted in the *Documents* section of the same portal.

The application form, automatically pre-compiled by the system, must be digitally signed by both the Worker and the Company by means of an OTP validation SMS sent to the mobile phone number validated on the Platform.

The following scanned PDF documentation must be attached:

- certificate of enrolment/attendance for the current school year, at the time of submitting the application, issued by the educational institution or equivalent documentation (receipt of payment of school fees/charges, specifying the reference school year, report card for the first term of the current school year).

Separate applications must be submitted for each child.

Self-certifications will NOT be accepted.



E. ENROLMENT OF EMPLOYEES OR THEIR CHILDREN AT UNIVERSITY

Size of the benefit:

€ 200.00 (two hundred/00) per academic year for workers who have enrolled themselves or their children at university.

Workers or their children, who have been awarded EBM Scholarships, will not be able to apply for the grant for the A.Y. subsequent to that of the relevant Scholarship Notice.

Deadline for submitting the application:

- from 1 November to 30 April of the following year

Application procedure:

The application can be submitted by the Company or by the appointed/authorised Consultant or directly by the Worker, through the specific reserved area of the [New E.B.M. Platform](#), according to the procedures described in the Operating Manual, which can be consulted in the *Documents* section of the same portal.

The application form, automatically pre-compiled by the system, must be digitally signed by both the Worker and the Company by means of an OTP validation SMS sent to the mobile phone number validated on the Platform.

The following scanned PDF documentation must be attached:

- certificate of enrolment/attendance for the current academic year, at the time of submitting the application, issued by the educational institution or equivalent documentation (receipt of payment of tuition/fees, MAV specifying the relevant academic year).

Separate applications must be submitted for each child.

Self-certifications will NOT be accepted.

F. BIRTH OF A CHILD OR ADOPTION OF A CHILD

Size of the benefit:

€ 200.00 (two hundred/00) per child, born or adopted.

Deadline for submitting the application:

- **six months** from the date of birth or from the date of adoption

Application procedure:

The application can be submitted by the Company or by the appointed/authorised Consultant or directly by the Worker, through the specific reserved area of the [New E.B.M. Platform](#), according to the procedures described in the Operating Manual, which can be

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consulted in the *Documents* section of the same portal.

The application form, automatically pre-compiled by the system, must be digitally signed by both the Worker and the Company by means of an OTP validation SMS sent to the mobile phone number validated on the Platform.

The following scanned PDF documentation must be attached:

- birth/adoption certificate

Separate applications must be submitted for each child.

Self-certifications will NOT be accepted.

C.3.3 - SUPPORT FOR THE TRAINING OF TRADE UNION DELEGATES

Within the limits of the provisions of the agreement of 15 November 2013 (€ 0.50 per worker per year) E.B.M., in order to support the training of trade union delegates of Unionmeccanica companies, will finance training projects aimed at contract management and bilaterality purposes. In order to obtain the relative financing, the Fim-Cisl, Fiom-Cgil and Uilm-Uil territorial offices will present specific projects to E.B.M., which will be submitted to E.B.M. for approval, according to the modalities and timing regulated by a separate regulatory act.

C.3.4 - OTHER ACTIONS, WITHIN THE SCOPE OF THE RESOURCES COLLECTED, TO SUPPORT INCOME SUPPORT FOR METALWORKERS.

The E.B.M. General Meeting may allocate part of the collected resources to further specific income support initiatives, including the establishment of scholarships for the children of workers enrolled at university, determining the conditions and methods of disbursement by a separate regulatory act.

OBSERVATORY OF BARGAINING AND LABOUR IN THE METALWORKING SECTOR

The resources intended for the support and development of bilateral tools and the support for the development of trade union representation activities under Chapter 4, letters a) and b) of the Minutes of the Agreement of 15 November 2013 (€ 8 per year, equal to € 0.66 per month, for each worker) will be divided as follows:

1. costs of printing, distributing the contract and information material on the tasks and benefits of E.B.M.;
2. a share equal to 5.0% of the total income of all the Funds of E.B.M. shall be allocated to the Fund for the operating expenses of E.B.M. in accordance with Article 3 above;
3. the remaining funds are allocated to the Income Support Fund.



The resources intended for contractual assistance in favour of Unionmeccanica and Confapi, pursuant to Chapter 4, letter c) of the Minutes of the Agreement of 15 November 2013, shall be paid on a monthly basis to Unionmeccanica and Confapi, for the extent of their respective competence, in the amount defined in the agreements between them.

The resources intended for contractual assistance in favour of Fim-Cisl, Fiom-Cgil and Uilm-Uil flow into the Income Support Fund for workers.

ART. 7 – ASSESSMENT AND AWARD CRITERIA OF BENEFITS.

Applications for benefits will be examined by E.B.M. within 90 days of submission of the application. The Organisation notifies the outcome by e-mail to the company's address and by text message to the phone number of the worker validated on the [New E.B.M. Platform](#). Furthermore, the Company, the Consultants appointed and the Workers can check the outcome of the processing by accessing their respective Reserved Areas in the specific section *Benefits* > *List_Benefits*.

OUTCOME OF THE PRELIMINARY EXAMINATION OF APPLICATIONS FOR BENEFITS:

1. **ACCEPTED**: the application has been accepted by the Organisation, which will pay the reimbursement to the company within 30 days of approval by the Executive Committee and the Treasurer (as per Art. 8 below);
2. **SUSPENDED (ADDITIONAL DOCUMENTATION REQUIRED)**: the application must be supplemented for missing or non-compliant documentation: the company and/or the worker will have 30 days from receipt of the notification (SMS/email) to supplement the documentation, according to the procedures described in the Operational Manual available in the *Documents* section of the website. After the expiry of the above-mentioned time limit, the application will be automatically rejected and may not be reopened nor may an application be made to review the decision (see point 3);
3. **REJECTED**: in the event that the application is rejected as non-compliant, the company and/or the employee have the right to apply for a review of the decision, within a peremptory period of 30 days from receipt of the notification (SMS/email), by certified e-mail to the following address: ebm@sicurezza postale.it.
The Executive Committee will announce its final decision on the application within the next 30 days, notifying the company by certified e-mail.

Benefits will be disbursed on the basis of the chronological criterion of application, up to the amount allocated by the Specific Fund, without prejudice to the division of resources of

the Income Support Fund in favour of companies (1/3) and workers (2/3). The Executive Committee and the Treasurer check the applications processed, with supporting documentation, and approve those accepted for settlement.

ART. 8 – PAYMENT OF BENEFITS

Benefits are paid by bank transfer to the bank account of the company indicated when the application is submitted, within 30 days of approval by the Executive Committee and the Treasurer.

The company is responsible for including the benefits in the worker's paycheck in the manner provided for by law.

For benefits payable to companies (external training for apprentices and sick leave), the amounts are paid net of 4% withholding tax, as indicated above.

ART. 9 – REGISTER AND PERSONAL DATA MANAGEMENT

Organisation will establish a register of companies/workers applying for the benefit and contact persons for payroll processing.

Personal data are processed in compliance with the provisions of Legislative Decree no. 196/03 and EU Regulation 2016/679.

ART. 10 – COMMENCEMENT AND DURATION

These regulations enter into force on 1 January 2021 and are valid for 1 year.

It is tacitly renewed, unless amended by the EBM General Meeting, on the proposal of the Executive Committee.

ART.11 – PUBLICATION

These regulations are communicated to all EBM member companies by e-mail/PEC and published on the EBM website.

With the indicated publication on EBM's institutional website, these Regulations shall be deemed to be known.

Rome, 22 December 2020