# Rules of the Nomination Committee of Eni SpA



The Italian text prevails over the English translation



## Rules of the Nomination Committee

These Rules, approved by the Board of Directors on May 11, 2023, govern the composition, appointment, operational procedures, duties, powers and resources of the Nomination Committee of Eni SpA (hereinafter, the "Committee").

### **Article 1 - Composition and appointment**

- 1.1 The Committee is established by resolution of the Board of Directors in accordance with Article 17.6 of the By-laws, with preparatory, consultative and advisory functions, in compliance with the provisions of the 2020 Corporate Governance Code, which has been adopted by Eni SpA (hereinafter also referred to as the Company).
- 1.2 The Committee is made up of three to four Directors, the majority of whom are independent. In any case, the number of members shall be fewer than the number representing a majority on the Board.
- 1.3 The members of the Committee shall have expertise that is consistent with the duties they are required to perform, to be evaluated by the Board of Directors at the time of the appointment.
- 1.4 The Board of Directors appoints and removes the members and the Chairman of the Committee.

# Article 2 - Operational procedures

- 2.1 The Committee meets periodically with the frequency required to perform its duties, normally on the dates established in the annual calendar of meetings approved by the Committee itself and, insofar as possible, 48 hours before the succeeding meeting of the Board of Directors. The calendar of meetings and any amendments thereto shall be previously submitted to the Secretary of the Board of Directors for coordination with the meetings of the Board of Directors and of the other Committees. Meetings are called by the Chairman of the Committee to discuss the agenda prepared with the assistance of the Committee's Secretary, or when requested by at least two members of the Committee for the purposes of discussing a specific topic they deem to be of particular importance.
- 2.2 The Human Capital & Procurement Coordination Director shall act as Committee's Secretary, with the assistance of the Head of the Human Resources and Organization Department, for matters of his competence, and assist the Committee and its Chairman in carrying out the associated activities.
- 2.3 The notice of the meeting indicating the location, date and time of the meeting as well

as the items on the agenda- shall be sent by the Secretary, upon request of the Chairman of the Committee, via email to the addresses with eni.com domain, or via mail or fax to the address specified by each recipient, at least three working days prior to the date of the meeting, except in exceptional cases of necessity and urgency. A copy of the notice shall be sent to the Chairman of the Board of Directors, to the Chief Executive Officer (CEO), to the Secretary of the Board of Directors, to the Chairman and members of the Board of Statutory Auditors and to the Magistrate of the Court of Auditors ("Corte dei Conti").

Prior to the transmission, the notice of the meeting is sent by the Secretary of the Committee to the Secretary of the Board of Directors so that the latter can verify the inclusion in the agenda of the meeting of the items to be discussed in relation to the meetings of the Board of Directors, as well as for the purposes of coordination provided for in the Rules of the Board of Directors.

2.4 The Secretary shall make any documentation relating to the items on the agenda available to the members, in the section of Eni Intranet website reserved to the Committee,<sup>1</sup> at the same time the notice calling the meeting is sent (cfr. 2.3) except for requirements related to the prior examination by the Management Committee or in exceptional cases of necessity and urgency.

In case of problems accessing the above reserved section, the documentation may be sent, upon request by the individual members of the Committee, by e- mail to the addresses with eni.com domain of each Committee member, taking into account any confidentiality requirements related to information contained therein.

In addition to the legal requirements relating to inside information, the Committee members are bound to confidentiality of the data and information received in the exercise of their duties.

2.5 The meetings are held at the company's registered office or at one of the company's secondary offices, or, depending on the needs of the Board of Directors or related to the specific nature of the topics to be discussed, at other offices of the Company. The Committee may also meet as follows (i) video conference from the Company's offices; (ii) by means of corporate mobile devices system operated by Eni that ensures the same level of security of the videoconference from the Company's offices; (iii) telephone audioconference through corporate devices. In such cases, the meeting shall be deemed to be held in the place where the Committee Secretary is located. In any case, even when meetings are carried out by video/audioconference, any confidentiality requirements related to items on the agenda to be discussed shall be taken into account and it shall be ensured that each of the participants can be identified and can follow and take part in the discussion in real time.

In case of urgency, if it is not possible to hold a meeting of the Committee in audio or

<sup>&</sup>lt;sup>1</sup> Access to the website section reserved to the Nomination Committee is also ensured to the Chairman of the Board, the Chief Executive Officer, the Board Secretary, as well as the Statutory Auditors and the Magistrate of the Court of Auditors.

videoconference, the Chairman may request the members of the Committee, also informing all the addressees of the copy of the notice of the meeting, to express their opinion on a specific subject by e-mail (using the eni.com addresses). The Chairman shall inform the members of the Committee and the addressees of the copy of the notice of the meeting of the outcome of the consultation, of which specific minutes shall be drawn up.

- 2.6 The meetings of the Committee shall be deemed valid if the majority of its members are present. Decisions shall be made by a majority vote of those present.
- 2.7 In the event of the Committee Chairman's absence or impediment, the meeting shall be chaired by the eldest member of the Committee in attendance.
- 2.8 Members of the Board of Statutory Auditors and the Magistrate of the Court of Auditors may attend Committee's meetings. Upon invitation of the Chairman of the Committee, the Chairman of the Board of Directors and/or the Chief Executive Officer may attend specific meetings, as well as other Directors, after having heard the Chairman of the Board. Moreover, upon invitation of the Chairman of the Committee, and having informed the Chief Executive Officer, as a rule by sending the notice of meeting, other members of the Company structure, for their own competence, may be invited to participate in the meeting on specific items of the agenda.
- 2.9 The Secretary shall keep the minutes of the meetings and may be assisted in this task by the Human Capital & Procurement Coordination department staff. For specific and well-grounded reasons, the Chairman of the Committee may ask a member of the Committee, the Secretary of the Board or another person who reports to the latter to keep the minutes. The recording of the meeting is permitted for the sole purpose of drawing up the minutes, with the obligation for the Secretary or persons appointed by the same to destroy the recording (and any related transcripts) after the approval of the minutes. The draft of the minutes shall be presented to the Chairman of the Committee and to the other members for their comments; if no comments are forthcoming, the minutes are normally considered approved ten calendar days after the date they are sent for comment. The minutes shall be signed by the Chairman of the meeting and by the Secretary (or his designated substitute) and are made available in the reserved section of Eni Intranet site.

The Chairman of the Committee shall inform the Board of Directors on the main issues examined by the Committee thereof during the first available meeting of the Board. To this end, within the terms provided for in the Rules of the Board of Directors for the provision of the premeeting documentation, the Secretary of the Committee sends the Secretary of the Board of Directors a summary document (so-called "Outcomes") of the most relevant issues examined during the Committee meetings held after the previous Board.

#### **Article 3 - Duties**

- 3.1 In accordance with the By-laws and the Corporate Governance Code, the Committee assists the Board of Directors with preparatory, consultative and advisory functions. More specifically, the Committee:
- a) assists the Board of Directors in formulating any criteria for the appointment of persons indicated in letter b) below, and of the members of the other boards and bodies of Eni's associated companies;
- b) provides evaluations to the Board of Directors on the appointment of executives and members of the boards and bodies of the Company and of its subsidiaries, proposed by the Chief Executive Officer and/or the Chairman of the Board of Directors, whose appointment falls under the Board's responsibilities and oversees the associated succession plans. It supports the Board in the elaboration, update and implementation of the Chief Executive succession plan, by identifying, at least, the procedures to be followed in the event of an early termination of office;
- c) upon a proposal of the Chief Executive Officer, examines and evaluates criteria governing the succession planning for the Company's managers with strategic responsibilities;
- d) assists the Board in the identification of candidates to serve as Directors in the event one or more positions need to be filled during the course of the year (Article 2386, first paragraph, of the Italian Civil Code), ensuring compliance with the requirements regarding the minimum number of independent Directors and the percentage reserved for the less represented gender, as well the representation of non-controlling interests;
- e) proposes to the Board of Directors candidates for the position of Director to be submitted to the Shareholders' Meeting of the Company, in the absence of proposals submitted by the shareholders, in the event it is not possible to draw the required number of Directors from the slates presented by shareholders;
- f) with reference to the annual evaluation program on the performance of the Board of Directors and its Committees, in compliance with the Corporate Governance Code, it assists the Chairman of the Board of Directors in the activity attributed to it, of ensuring the adequacy and transparency of the self-assessment process of the Board; assists the Board in the preparatory work for the appointment of an external consultant and in the evaluation of the outcomes of the process. On the basis of the results of the self-assessment, the Committee supports the Board of Directors regarding the size and composition of the Board or its Committees, as well as, the skills and managerial and professional qualifications it feels should be represented within the same Board and Committees also in light of the industrial characteristics of the Company, taking into account the diversity criteria and the Board of Directors guidelines on the maximum number of positions a Director can hold in other companies, so that the Board itself can issue its guidelines to the shareholders prior to the appointment of the new Board;

- g) assists the outgoing Board in the proposition of the slate of candidates for the position of Director to be submitted to the Shareholders' Meeting if the Board decides to opt for the process envisaged in Article 17.3 (1) of the By-laws, ensuring the transparency of the process leading to the slate's structure and proposition;
- h) in compliance with the Corporate Governance Code, proposes to the Board of Directors guidelines regarding the maximum number of positions of Director or Statutory Auditor that a Company Director may hold and performs the preliminary activity for the associated periodic checks and evaluations for submission to the Board;
- i) periodically verifies that the Directors satisfy the independence and integrity requirements, and ascertains the absence of circumstances that would render them incompatible or ineligible, at least on an annual basis and upon the occurrence of circumstances relevant to independence;
- j) provides its opinion to the Board of Directors on any activities carried out by the Directors, which are in competition with the Company;
- k) reports to the Board of Directors, at least once every six months and no later than the deadline for the approval of the annual and semi-annual financial report, on the activity carried out, at the Board meeting indicated by the Chairman of the Board of Directors.
- 3.2 The preliminary examination of corporate affairs or governance issues is carried out jointly with the Director Corporate Affairs and Governance, who, in this case, participates in the Committee meetings.

#### Article 4-Powers and resources

In carrying out its duties, the Committee may access the information and Company functions necessary to perform its duties and can avail itself of external consultants. The engagement of external consultants will take place, in agreement with the Board, in the event that the Committee determines it is not appropriate to exclusively rely on the support of the corporate functions due to the nature of the matter, or it is appropriate to have independent external support on the solutions that the Company intends to adopt. The formalization of the assignment will be handled by the competent corporate functions in relation to the subject matter of the consultancy in compliance with the Company selection and engagement procedures.

On an annual basis, the Committee drafts an expenditure budget that it submits to the Board of Directors on the occasion of the report at December 31. The Company shall provide the Committee with the financial resources necessary to perform its duties, within the budget approved by the Board. If additional resources beyond those budgeted are required to perform the duties, the Committee shall notify this to the Board of Directors, for its evaluations and

decisions.

# Article 5-Final provisions

Subject to a consistent evaluation by the Committee itself, the Chairman of the Board of Directors of Eni SpA may make any purely formal amendments to these Rules that are necessary to bring them into compliance with legislative or regulatory provisions, Board resolutions, or with changes in the Eni SpA organizational system, reporting these amendments to the Board of Directors.



# **Eni** SpA

Sede legale in Roma, Piazzale Enrico Mattei, 1 Capitale sociale: euro 4.005.358.876 interamente versato Registro delle Imprese di Roma, codice fiscale 00484960588 partita IVA 00905811006 Sedi secondarie: San Donato Milanese (MI) - Via Emilia, 1 San Donato Milanese (MI) - Piazza Ezio Vanoni, 1