

LOST AND FOUND POLICY.

- 1)** Any employee who finds any items within the airport premises or on board an aircraft is required to deliver them to the Administration office. The office will store the items in a designated safe and return them to the owner. If an item is found during the weekend or on a public holiday, the coordinator shall send an email to the administration office and temporarily store the item in the terminal's safe.
- 2)** All found items will be recorded and added to a list available to the public (Excel register in *Public/Lost & Found*).
- 3)** The individual claiming ownership of an item must submit a written request and must provide proof of ownership.

Contacts:

0471255221 / info@bolzanoairport.it

Items can be collected from Monday to Friday between 9:00 AM and 4:00 PM.

- 4)** After 90 days without any request for the item, the item may be sold to the highest bidder.
- 5)** The sales revenue will be used according to the directives of the Management Office.

This regulation comes into effect immediately.

Bolzano, 30.08.2024

MANAGEMENT OFFICE

ABD AIRPORT SPA