

Company Policy

IEMME S.r.l., in line with its corporate philosophy based on the ability to continuously adapt to market needs:

- creating products that comply with the contractual requirements and correspond to the Customer's employment needs,
- guaranteeing high quality of its products,
- providing safe and healthy working conditions for the prevention of work-related injuries and illnesses,
- implementing activities in such a way as to protect the environment and prevent pollution,
- ensuring that the paper raw material used comes from sustainably managed forests and/or from the recovery/recycling of the necessary raw materials,

has decided to adopt an integrated Management System for Quality, Safety and the Environment, also ensuring a management of the Chain of Custody (CoC) compliant with the internationally recognized FSC® standard (SGQSA).

For the definition of corporate activities, the Interested Parties (Customers, Workers, Suppliers, etc.) are considered as a fundamental point of reference: these activities must be constantly adapted to their needs/expectations.

IEMME S.r.l., intends to achieve this goal by providing the necessary means to pursue continuous improvement of its processes and of the SGQSA, of product technology and of services, engaging in the satisfaction of the legal requirements, of the other pertinent requirements and in the elimination of the dangers and the reduction of risks for the safety and health of workers and the environment.

IEMME S.r.l., has implemented, at all levels, procedures for the execution and verification of the organization on operations that influence the quality of its products, safety/health at work, environmental impacts.

It being understood that the primary responsibility for the entire Quality, Safety and Environmental Management System lies with the Board of Directors (CDA), but the supervision of the same System is entrusted, for organizational reasons, to the Management Representative (RD) who entrusts its organization to the Head of the Management System (RSG). RD has full responsibility and authority to ensure compliance with the provisions of the SGQSA, and will appeal to the CDA for problems relating to the SGQSA that cannot be resolved through the normal organizational structures envisaged by the Management System. Employees and collaborators, due to their skills and responsibilities, are called to support this Policy, to adopt the principles contained therein and to actively participate in the growth of the SGQSA, committing themselves to achieve its improvement.

This Quality, Safety and Environmental Management System (SGQSA) has been developed in order to guarantee complete control of all the Organization's activities and will form its basis.

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UNI EN ISO 9001:2015
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UNI EN ISO 45001:2018



The tools to achieve the set objectives, to be understood as absolutely interconnected with each other, are:

QUALITY

- The definition of the duties and responsibilities of the corporate functions;
- Attention to customer needs and future expectations;
- The provision of the necessary resources to develop the planned activities effectively; ensuring adequate organization (responsibility, authority and skills);
- Consultation and participation of workers and, where established, of workers' representatives;
- The definition of the characteristics of the products to be manufactured, even when these are implicit in the contractual documentation;
- The planning of the actions to be performed, the consequent execution of the compliant actions, their control and the effective communication of the information necessary for their coordination;
- Compliance with operating procedures and instructions and mandatory regulations;
- The systematic monitoring of the activities carried out and the results obtained to verify their effectiveness and highlight their deficiencies, proceeding with the identification of possible improvement actions;
- Constant assessment of risks and opportunities related to the corporate context;

SAFETY

- The provision and use of workplaces, work system and work equipment in compliance with the pertinent legislative provisions on Health and Safety;
- The continuous and proactive identification of the dangers for Health and Safety associated with the activities carried out by the company, the assessment of the risks deriving from the aforementioned dangers and the determination of adequate measures aimed at minimizing the risks which cannot be eliminated;
- The definition of operating procedures and practices, including the response to any emergency situations, which ensure the exercise of the company's activities in compliance with risk management measures and applicable legal requirements;
- The availability to workers and to all those (contractors and visitors) who have access to the plant, of adequate information regarding the dangers and risks for Health and Safety to which they are exposed and regarding the procedures to be respected;
- Training of workers so that they possess adequate skills to carry out their activities in compliance with the rules for the protection of their own and others' Health and Safety
- Awareness on the part of workers:
 - of this Policy and the Objectives for improvement;
 - its contribution to the effectiveness of the management system as well as the benefits obtainable from the continuous improvement of its performance;
 - the dangers and risks to which they are exposed in carrying out their activities and the environmental aspects and impacts generated by them;
- Verification that the activities are carried out in compliance with the Security procedures as well as with all applicable legal requirements;



- Monitoring the effectiveness of procedures and actions undertaken by seeking continuous improvement in the protection of workers' Health and Safety:
 - setting Objectives and establishing plans for their achievement;
 - supporting the reporting by workers of dangers, accidents and non-conformities and analyzing their causes to define adequate corrective actions;
 - support the consultation and participation of workers and their Representative in decision-making processes concerning the protection of Health and Safety.

ENVIRONMENT AND FSC®

- Particular attention paid to the fact that operations comply with current environmental legislation, internal regulations and all the requirements deriving from contractual agreements entered into with third parties;
- Particular attention paid to environmental protection by minimizing the impact due to own activities;
- The awareness that environmental issues must also become a reference for corporate objectives;
- Openness to dialogue with the public or interested parties on the environmental effects of the business activity and guarantee of cooperation with public authorities;
- Sensibility among employees, suppliers, contractors and customers in the context of their environmental responsibilities;
- Continuous research of the possibilities of technological improvement able to guarantee a better interaction with the environment;
- Safeguarding surface and underground water resources, preventing accidental spills of dangerous substances and waste of energy and other resources;
- Optimal management of the waste produced, favoring recycling and recovery where possible;
- The assurance of compliance with the commitments of the FSC-STD-40-004 standard and of not being directly or indirectly involved in:
 - illegal tree cutting or trade in illegal forest products;
 - violation of human and traditional rights in forestry operations;
 - destruction of high conservation value forests, in forestry operations;
 - introduction of genetically modified organisms in forestry operations;

SOCIAL RESPONSABILITY

- Encouraging employees to contribute to the commitment of **IEMME S.r.l.**, behaving professionally and carrying out their duties with honesty and integrity, in line with the philosophy, values and standards of corporate conduct;
- Invitation to all employees to report any violation of the rules in any area ensuring confidentiality;
- Commitment to promote and respect the Universal Declaration of Human Rights issued on 10 December 1948 by the United Nations General Assembly, explicitly protecting the human rights of workers whether they are employed directly or indirectly, at any level, in the **IEMME S.r.l.** production chain. guaranteeing the freedom to associate without fear of discrimination;

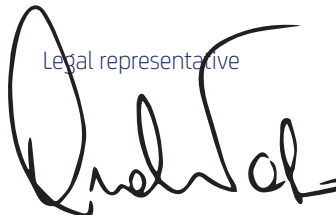


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- Commitment to ensure that activities are conducted in compliance with the ten fundamental principles contained in the United Nations Global Compact of 24 June 2004, ensuring that all activities are conducted in compliance with high ethical and legal standards;
- Absolute ban on resorting to any form of forced or child labour, verifying the effective elimination of the phenomenon in conditions of abuse or coercion throughout its production chain;
- Raising awareness of respect for quality in all its forms;
- Commitment, constantly collaborating with the bodies responsible for territorial control in compliance with the applicable mandatory requirements and current regulations, with the support of its own certified integrated management system with the aim of continuous improvement.
- Absolute tolerance of any form of harassment (including sexual, physical, mental, use of abusive language or offensive gestures) or bullying, in any form.
- Recognition of the right of all employees to collective bargaining by trying to maintain a harmonious and productive working environment, with full respect and dignity.
- Prohibition of giving political donations and receiving any bribes, whether in the form of money or in the form of goods or services.
- Prohibition for anyone to violate this code of conduct. Any behavior considered harmful to the best interests of the company and any violation of ethical rules is liable to disciplinary action which can lead to the imposition, pursuant to the reference CCNL, of sanctions, such as oral reprimand, written complaint, suspension or dismissal

This Policy will be periodically reviewed to ensure its relevance and adequacy.

Gambolò, 07/12/2022

Legal representative


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