TIBURTINI S.R.L.

Integrated Company Policy

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Drawn up in accordance with the standards: Quality, Environment, Chain of Custody, Occupational Health and Safety – Gender Equality

Integrated Company Policy

In this document Tiburtini defines its environmental, health and safety, “quality” and also ethical principles, consistently with the certification standards currently in force, namely:

- ISO 9001:2015
- ISO 14001:2015
- ISO 45001:2018
- FSC – Chain of Custody
- Gender Equality – PDR 125:2022

in order to

- Guarantee the continual adaptation of the Integrated System to changes in the company and in the market,
- Ensure that the quality of the products and services offered is maintained over time,
- Ensure the elimination or minimisation of the impacts of processes and products on the Environment,
- Ensure compliance with mandatory standards and legal requirements,
- Ensure the use of raw material that comes from sustainable management according to the criteria established by the FSC scheme, as regards the manufacture of products that will be sold as certified,
- Ensure gender equity and equal opportunities for all genders among human resources.

The principles and values defined below find their source of inspiration in the everyday conduct of those who choose to spend their working and professional life at Tiburtini.

These principles and values are not seen as constraints but as opportunities for growth for the entire company structure, so as to respond ever more fully and ever better to the needs of the customers who place their trust in our company.

Tiburtini undertakes to disseminate these principles at every level within its organisation through training meetings and the distribution of documents; suppliers that are critical and significant from an environmental point of view receive a copy of the Policy directly by means of the Minimum Requirements document.

Quality Policy

The Quality Policy sets out the general principles by which the organisation is guided, includes the commitment to satisfy and systematically improve the requirements of the QMS, and provides a framework for defining the Quality objectives more clearly.

The principles according to which Tiburtini offers its services are based on the utmost attention to the needs of the Customer, who is increasingly intent on obtaining a high-quality product in a short time and at a contained cost.

To this end, Tiburtini believes that:

- The concept of technological innovation lies at the basis of the creation of cutting-edge products: the company pays close attention to continually keeping up to date with the equipment available on the market, as well as to the constant awareness-raising and training of the personnel employed in production activities
- The internal organisation must be geared towards streamlining and speeding up the flows of information between the various functions, in order to be able to guarantee efficient delivery times and a clear understanding of the customer's needs
- Managing the company in conformity with the UNI EN ISO 9001 standard is an opportunity to achieve the continual improvement of the processes and performance that characterise the organisation itself
- Enhancing the working environment is an important feature, both for the efficiency demonstrated by personnel and for obtaining benefits from a production point of view
- All collaborators, under the various types of contract, represent the true strength of the company, and respect for working conditions, the correct assignment of duties and widespread company "well-being" are elements that help to guarantee good organisation in all processes

The task of putting the Quality Policy into operation, together with its methods of implementation and the verification of its effectiveness, is entrusted to General Management (DGN), which avails itself of the collaboration of the Integrated Management System Manager (RSGI), a function established for this purpose.

Environmental, Health and Safety Policy

In accordance with the company's guidelines, the Quality of the service offered, together with the protection of the Environment and the Health and Safety of company personnel, constitute primary values in Tiburtini's corporate culture and, therefore, an important commitment in the operations of the various functional units and in relations with the external community.

Accordingly, Tiburtini's Environmental, Health and Safety Policy is to provide the organisation's internal and external workers with a workplace free from the identified hazards that could cause injuries, and to protect the environment from any damage or negative impact that might result from work activities.

In keeping with these principles, Tiburtini intends to:

- Maintain the compliance of all activities with the laws of the State and with European Community Directives;
- Promote and implement every reasonable initiative aimed at minimising risks and removing the causes that could endanger the environment and the health of workers, with a view to continual improvement;
- Foster sustainable development through activities aimed at preventing pollution and reducing waste and the consumption of material and energy resources, committing itself, wherever possible, to recovery and recycling in place of landfill;
- Assess in advance the environmental impacts of all new activities, processes and products;
- Develop a relationship of constructive cooperation, based on the utmost transparency and trust, both internally and with the external community and the Institutions, in the management of Environmental issues;
- Use the results of the monitoring of environmental performance to plan improvement actions and adopt the measures necessary to prevent and reduce pollution and sources of hazard;
- Evaluate the performance of suppliers/contractors that may affect environmental impacts and the health of workers;
- Carry out ongoing investigations and assessments of emergencies in both the environmental field and that of health and safety; verify the effectiveness of procedures and take action to prevent recurrence;
- Maintain a standard based on the requirements of UNI EN ISO 14001:2015 and 45001:2018 in all workplaces, continually improving the effectiveness of the Management System;
- Maintain and increase training and information activities for all workers, with the aim of making them ever more aware of the risks connected with their work, and maintain the constant involvement and consultation of workers, including through their safety representatives;
- Comply with and keep up to date on all the requirements of the legislation in force on prevention, and on other requirements of the organisation, in order to achieve the objective of eliminating accidents.

These principles have also been drawn up in accordance with the UNI INAIL guideline and are based on the application of the requirements of the reference standards, UNI EN ISO 14001:2015 and UNI ISO 45001:2018, and on full compliance with the national and international regulations in force.

Chain of Custody Policy

The company’s Top Management adopts, and disseminates at every level of the organisation, the following document, which defines the direction of the company’s commitment, its principles of action and its general objectives, on the basis of which environmental performance will be evaluated.

Tiburtini has established this policy, aimed at applying the requirements of the FSC (Forest Stewardship Council) reference scheme FSCSTD-40-004 v3.1, for the purpose of using wood-based raw material that comes from management that is sustainable from an environmental, social and economic point of view. The general framework of objectives is summarised as follows:

- Adoption and application of the procedures of the COC management system and compliance with the legislation in force;
- Selection of certified products and control over suppliers to ensure that they operate in compliance with the specifications defined by Tiburtini;
- Training the personnel directly involved in the Chain of Custody System and, in particular, the personnel concerned with the management of procurement;
- Suspending the application of the FSC trademark should the product fail to meet the requirements of the standard applicable at Tiburtini
- Progressive increase in the procurement of FSC-certified raw material

Furthermore, Tiburtini declares, under its own responsibility, that it is not directly or indirectly involved in the illegal harvesting, logging or trade of wood and forest products

and, also in line with our Company Code of Ethics, declares that it has always adhered to a policy of social responsibility founded on workers' rights and on the following principles:

- It does not use child labour
- It does not employ workers below the age of 15
- It guarantees that no person under the age of 18 may be employed in hazardous or heavy work
- All forms of forced and compulsory labour are abolished
- Employment relationships are voluntary and based on mutual consent
- It does not use forced or compulsory labour
- No discrimination is applied in respect of employment and occupation
- Employment and occupation practices are non-discriminatory
- Freedom of association and the effective right to collective bargaining are respected
- Workers are able to join workers' organisations of their own choosing or to establish new ones
- The full freedom of workers' organisations to draw up their constitutions and rules is respected
- The rights of workers to engage in lawful activities related to forming, joining or assisting a workers' organisation, or to refrain from doing the same, are respected, and it will not discriminate against or punish workers for exercising these rights
- It negotiates with lawfully established workers' organisations and/or their representatives, in good faith and with the best efforts to reach a collective bargaining agreement
- It applies the specific collective agreement and communicates it to workers

Tiburtini SRL undertakes to verify that its suppliers and subcontractors conform to clause 7 of FSC-STD-40-004 Version 3.1, by requesting a copy of their appropriate declaration and a copy of the self-assessment carried out annually.

Gender Equality – PdR/125:2022

Top Management is committed to:

- Disseminating the culture of Gender Equality within the company, through the constant presence of the Steering Committee and through communication and training activities on the ethical principles, on the topics and on the operating methods adopted by the organisation to guarantee the effectiveness of the gender equality policy.
- Putting in place selection and recruitment procedures that define rules designed to prevent gender disparity.
- Ensuring non-discrimination and equal opportunities in professional development and promotions, basing them exclusively on abilities and professional levels, and striving for gender balance in company leadership positions, in correlation with the specific sector and the specific duties.
- Creating a working environment that fosters Diversity & Inclusion and protects the psychological and physical well-being of employees, and committing itself to promoting female empowerment.
- Defining measures to guarantee work-life balance for all employees.
- Preventing any form of abuse in the workplace through continuous training and communication on the principle of “zero tolerance” towards every form of violence against employees.

This is a courtesy translation. In case of discrepancy, the Italian version prevails.