

*The following document describes the principles and the guide lines according to which the goals and the processes necessary to achieve them are defined.*

*This policy is the main element necessary to guarantee the achievement of results for all the interested parties, the owners, the employees, the collaborators, the clients, the suppliers, and everyone who will come in contact with the Company itself.*

*As part of its vision, Capardoni & C. s.r.l. integrates the principles of Corporate Social Responsibility (CSR). This is the reason why an ethic code concerning the work, the human rights and the environment is set.*

*Capardoni & C. s.r.l. wants to associate this commitment to its existing and future partnerships.*

*Here below the principles defined by Corporate Policy are described and must be considered as pillars on which we will develop all our activities.*

### *Ethic Commitment*

*Capardoni & C. s.r.l. commits to develop its business activities by completely respecting the applicable laws and to be guided by the highest ethic standards of integrity and honesty satisfying the requisites of the laws and regulations concerning the environment, the health and safety.*

*Capardoni & C. s.r.l. does not tolerate the corruption and guarantees the achievement of a high conformity to the national and international regulation standards regarding the anti-corruption.*

*The Company contributes to spread the Corporate Culture by supporting values as loyalty, integrity, honesty, competition, and transparency as work essential element; it also promotes the ethic in the business relationships protecting the market, by contrasting every form of illegality.*

*The development and increasing of awareness and of commitment to prevent and fight against corruption by all the stakeholders.*

*All the employees must pay attention to preserve the reputation of the Corporate image in all its professional activities.*

*Capardoni & C. s.r.l. guarantees the confidentiality of the information by making it available only to authorized subjects and/or processes and guarantees that the information will be not available or disclosed to unauthorized people or entities.*

*Moreover, it guarantees that the data management is always performed through safe and tested processes and instruments to assure the protection and the control of personal data.*

*The Company performs according to the European Union Regulation concerning the personal data treatment and privacy (GDPR)*

- *Main Rights*

*All the people who constitute the Company commit to respect the main human rights in all the activities.*

*The Company does not accept discriminations due to civil status, race, social condition, identity and genre expression, religion, political opinion, age, sexual orientation, etc...*

*The child labour (involving who is under-age than the minimum standard age allowed by national or locally applicable laws), is strictly forbidden.*

*The forced labour and any other kind of coercion methods with the work force are strictly forbidden.*

*The Company guarantees to its employees the right of free association and collective bargaining in compliance with all the national and locally applicable laws.*

- *Health and Safety*

*Capardoni & C. s.r.l. commits to guarantee to the employees an healthy and safe workplace to prevent accidents and diseases by respecting the international and national laws.*

*All the personnel is obliged to respect the regulation concerning the prevention of injuries at workplace and are encouraged to promote the improvement of the safety and health conditions at workplace.*

*It is essential to keep the workplace cleaned and tidy through an hygienic use of personal and common areas.*

*The Company pursues to constantly monitor the injuries at workplace rate by trying to reduce it starting the introduction of the near miss by 2030.*

- **Environment**

*Capardoni & C. s.r.l. accepts the commitment to obtain the highest respect of environment in the development of its activities by taking as reference the requisites included into the UNI EN ISO 14001 regulation. This means to live within the limits of a unique planet - as indicated also by WWF. According to this vision, the technological progress for the products production must be oriented to the increase of efficiency by reducing the risk that the use of resources exceeds their regeneration's ability and by minimizing the waste emissions to avoid negative effects on the world we live in.*

*Capardoni & C. s.r.l. encourages the correct use of heating and cooling implants in order to decrease the energy consumption and the greenhouse gas; it also monitors the impacts created by the activity to protect the environment, from the biodiversity to the environmental pollution. The Company supports a sustainable consumption by preferring the digital documents rather than the paper versions. Capardoni & C. s.r.l. constantly monitors the waste management by reducing the use and the consumption of highly polluting materials and by checking the impacts deriving from the use and potential re-use of product. Promoting and guaranteeing a correct management and the correct use of water resources by avoiding wastes and optimizing the consumptions.*

*For our company, climate change adaptation means implementing measures that increase resilience, reduce vulnerability, and help make adaptation to the climate and its impacts (including rising global temperatures) less impactful and onerous for everyone.*

*Consistently with this vision, the company makes tangible commitments, actively contributing to the challenge of climate change.*

*The Company pursues to reduce the Scope 1 and Scope 2 emissions of 42%.*

- **Sustainable Purchases**

*The suppliers selection procedures take into consideration the necessity of reducing the environmental and social impacts of goods and services purchased by Capardoni & C. s.r.l. This policy prefers those suppliers who are able to demonstrate their ability of:*

- *respecting the human rights of its own employees;*
- *respecting the health and safety conditions of its own employees;*
- *considering the conditions set by the concerning NCLA as minimum applicable standard;*
- *protecting the environment by potential negative effects;*
- *assessing the impacts on health;*
- *keeping and managing the certified corporate management systems over the time;*

*The practises of sustainable purchasing to which Capardoni & C. s.r.l. commits everyday are the following:*

- *purchasing goods and services able to respect the environment as much as possible by working with suppliers who actively manage their impact on the environment itself;*
- *avoiding to purchase products harmful for the environment;*
- *adopting a collaborative approach in the relationships with the suppliers and subcontractors in order to involve them in our commitment towards the sustainability.*

### **Capardoni & C. s.r.l. Personnel**

*Capardoni & C. s.r.l. thinks it is necessary to involve all the personnel into the performing of an organizational system based on a team work - where everybody follows its skills and roles; to guarantee the internal and external company communication by creating social dialogue structures with repre-*

*sentatives of the personnel and/or labour union members; to improve the internal and external communication process aimed to increase the efficacy of an integrated organizational corporate system. All the workers need to receive the mandatory information, the education and the practise before being assigned to a specific job, potentially dangerous for the health and the safety of inexperienced workers.*

*Capardoni & C. s.r.l. assures that all its workers work in compliance with all the applicable laws and the mandatory industry standards concerning the number of working hours.*

*The employees are not obliged to work beyond the working hour, and all the overtime are paid according to the legal rates.*

*The Company pays to its employees the minimum legal salary at least and the benefits in compliance with the applicable laws and the national collective contracts, included those relative to overtime and other payment benefits agreements.*

*The people belonging to the group will not be allowed to perform offers or acceptance of presents or blackmail.*

*During the entire professional cycle of the worker, the Company pays particular attention to fair opportunities of professional development and promotions by basing them exclusively on personal skills, and professional levels which characterize the employers and by encouraging the mobility and career development.*

*The discriminations based on sex, religion and political opinion are forbidden.*

*The Company tries to balance the presence of men and women at workplace both for the specific field and task by favouring the diversity and the psycho-physical wellness of all the personnel.*

*Moreover, it favours the full synergy between work and private life by performing measures to offer to the employee opportunities like smart-working and flexible working hour. The working activities are performed only during the working hours by guaranteeing and allowing the participation of all the people without overcoming the fixed working hour.*

- **Client and Supplier**

*All the clients and suppliers will be treated with respect, in a balanced, honest way in line with the group vision.*

*The relationships should correspond to a mutual collaboration in line with a treatment between equals and the current legal framework.*

- **Products**

*Capardoni & C. s.r.l. aims to be recognized as an excellent and reliable supplier over the time for the production of capsules made of thermoplastic materials and the sale of glass and plastic packing and its accessories.*

*Capardoni & C. S.r.l. constantly commits to search for new technical and aesthetic solutions, always considering the functionality by offering packaging solutions that enhance the clients' products through an offer of a catalogue that includes a wide range of directly produced and distributed products with a unique flexible service.*

*Capardoni & C. s.r.l. offers to consolidate and improve its positioning on the market to allow a constant growth and innovation of the Company, also thanks to the increase of customers satisfaction.*

*Guaranteeing the reliability through the commitment to search for new technologies and production techniques to reduce the defects that is the production defects of the components, the main cause of failure and unavailability of the product itself.*

*The Company aims to reach a responsible use of the plastic as end-life of the product, also through a purchase policy which assesses the environmental performances of packaging to ease the use of recycled plastic and reusable products and the right waste management through the awareness of all the interested parties.*

*These goals can be reached only through a constant check of the internal processes and a continuous adjustment of them and of the Company structure. Concerning this field, the involved quality management system refers to the requisites of the UNI EN ISO 9001 regulation.*

	<h1>Integrated Policy</h1>	Rev. 2
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*The products are made in compliance with the current regulations and updated to the technological evolution in order to satisfy the clients' needs as much as possible. To reduce the costs and improve the quality, the Company constantly commits into specific checks on products to search for the non-conformity and inefficiency causes and in the development of performances improvement activities.*

*The General Direction of Capardoni & C. s.r.l. commits to offer the necessary resources to promote the contribution of every single element of the Company in order to achieve the product quality and to share and approve every effort aimed to the improvement of the quality also through the internal and external communication process optimization, which has to increase the efficacy of an organizational integrated company system.*

*The Company Policy is periodically reviewed and updated in order to ease the continuous improvement of the quality strategy.*

*The current Policy is pursued through the identification of specific and coherent goals of quality, which are periodically updated on the occasion of direction re-analysis of the Quality and Environment System.*

*All these goals are measurable in order to assess in an objective way the work performed during the year through some indicators described into another document.*

*All the Capardoni & C. s.r.l. Personnel will apply the integrated Policy into its managing area by considering the above-mentioned Companies goals.*

*The Direction has the main responsibility for the realization of the fixed goals.*

*We believe it is important to periodically assess the market context and the Company's one in a way oriented to risk analysis and management in order to obtain improvements opportunities and to guarantee to our clients a suitable level of business continuity and a complete needs' satisfaction.*

*General Direction*