This document describes the principles and guidelines on the basis of which the objectives and the processes necessary to achieve them are defined.
This policy is considered essential to ensuring the achievement of results for all interested parties, including owners, employees, collaborators, customers, suppliers and anyone who comes into contact with the Company.
As part of its vision, Capardoni & C. s.r.l. integrates the principles of Corporate Social Responsibility (CSR). For this reason, a Code of Ethics has been established covering labour, human rights and the environment.
Capardoni & C. s.r.l. wishes to extend this commitment to its existing and future partnerships.
The principles set out in the Corporate Policy are described below and must be regarded as the pillars on which all our activities will be developed.

- *Ethical Commitment*

Capardoni & C. s.r.l. is committed to conducting its business activities in full compliance with applicable laws and to being guided by the highest ethical standards of integrity and honesty, meeting the requirements of applicable laws and regulations concerning the environment, health and safety.
Capardoni & C. s.r.l. adopts a zero-tolerance approach to corruption and is committed to achieving a high level of compliance with national and international anti-corruption standards.
The Company contributes to promoting a responsible business culture by upholding loyalty, integrity, honesty, fair competition and transparency as fundamental values in the workplace. It also promotes ethical conduct in business relationships, protecting the market by opposing all forms of illegality.
The Company also considers it essential to develop and strengthen awareness and commitment among all stakeholders to prevent and combat corruption.
All employees must exercise the utmost care to preserve the Company's reputation and image in all their professional activities.
Capardoni & C. s.r.l. safeguards confidentiality by ensuring that information is accessible only to duly authorised persons and/or processes and is not made available or disclosed to unauthorised persons or entities.
It also ensures that data are always managed through secure and tested processes and tools, in order to guarantee the protection and control of personal data.
The Company operates in compliance with the European Union Regulation on the processing of personal data and privacy (GDPR).

- *Fundamental Rights*

Everyone within the Company is committed to respecting fundamental human rights in all activities.
The Company does not tolerate discrimination on the grounds of marital status, race, social status, gender identity or expression, religion, political belief, age, sexual orientation, etc.
Child labour (involving anyone below the minimum age permitted by applicable national or local laws) is strictly prohibited.
Forced labour and any form of coercion of the workforce are strictly prohibited.
The Company guarantees its employees the right to freedom of association and collective bargaining in compliance with all applicable national and local laws.

- *Health and Safety*

Capardoni & C. s.r.l. is committed to providing employees with a healthy and safe working environment in order to prevent accidents and occupational illnesses, in compliance with international standards and national laws. To this end, the Company carefully assesses occupational health and safety risks in order to identify the prevention and protection measures necessary to eliminate them or, where this is not possible, to reduce them as far as possible with a view to continual improvement.

All personnel are required to comply with occupational accident prevention rules and are encouraged, through consultation and participation, to contribute to improving workplace health and safety conditions.
It is essential to keep the workplace clean and tidy and to ensure hygienic use of personal and common areas.
The Company aims to continuously monitor occupational accident and occupational disease indicators, with the objective of reducing them through the adoption of a management system that meets the requirements of UNI EN ISO 45001.

- *Environment*

Capardoni & C. s.r.l. is committed to achieving the highest level of respect for the environment in carrying out its activities, taking the requirements of UNI EN ISO 14001 as its reference. This means learning to live within the limits of a single planet, as also indicated by WWF. In this context, technological progress in product manufacturing must primarily be directed towards increasing efficiency, helping to reduce the risk that resource extraction exceeds regenerative capacity and seeking to minimise waste and emissions in order to avoid negative effects on the world we all share.
Capardoni & C. s.r.l. promotes the proper use of heating and cooling systems in order to reduce energy consumption and greenhouse gas emissions. It also monitors the impacts generated by its activities in order to protect the environment as a whole, from biodiversity to air pollution. The Company also promotes sustainable consumption by preferring digital documents to paper copies. Capardoni & C. s.r.l. continuously monitors waste management, reducing the use and consumption of highly polluting materials and assessing the impacts arising from product use and potential reuse. It promotes and ensures the proper management and use of water resources, avoiding waste and optimising consumption.
For our Company, climate change adaptation means implementing measures that increase resilience, reduce vulnerability and help make adaptation to the climate and its effects, including rising global temperatures, less impactful and burdensome for everyone.
Consistent with this vision, the Company makes tangible commitments and actively contributes to addressing the challenge of climate change.
By 2030, the Company aims to reduce the Group's Scope 1 and Scope 2 emissions by 42%.

- *Sustainable Purchasing*

Supplier selection procedures increasingly take into account the need to reduce the environmental and social impacts of the goods and services purchased by Capardoni & C. s.r.l. In particular, this policy gives preference to suppliers that are able to demonstrate their ability to:

- *respect the human rights of their employees;*
- *respect the health and safety conditions of their employees;*
- *regard the conditions established by the applicable National Collective Labour Agreement (CCNL) as the minimum applicable standard;*
- *protect the environment from potential negative impacts;*
- *assess impacts on health;*
- *maintain and manage certified corporate management systems over time;*

The sustainable purchasing practices to which Capardoni & C. s.r.l. is committed on a daily basis are as follows:

- *purchasing goods and services that respect the environment as far as possible, working with suppliers that actively manage their environmental impact;*

- *avoiding the purchase of products that are harmful to the environment;*
- *adopting a collaborative approach in relationships with suppliers and subcontractors in order to involve them in our commitment to sustainability.*

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

Capardoni & C. s.r.l. considers it essential to involve all personnel in implementing an organisational system increasingly based on teamwork, with each person contributing according to their skills and role; to ensure effective internal and external communication by establishing social dialogue structures with employee representatives and/or trade unions; and to improve internal and external communication processes in order to increase the effectiveness of an integrated corporate organisational system.
All workers must receive the necessary information, training and practical instruction before being assigned to any specific task considered potentially hazardous to the health and safety of inexperienced workers.
Capardoni & C. s.r.l. ensures that all its employees work in compliance with all applicable laws and mandatory industry standards concerning working hours.
Employees are not required to work outside normal working hours, and all overtime is paid at the rates required by law.
The Company pays its employees at least the statutory minimum wage and provides benefits in compliance with applicable laws and binding collective agreements, including those relating to overtime and other bonus payment arrangements.
Members of the Group are not permitted to engage in practices involving the offering or acceptance of gifts or blackmail.
Throughout each employee's professional career, the Company pays particular attention to equal opportunities for professional development and promotion, basing them exclusively on the employee's personal abilities, skills and professional level, and encouraging mobility and career progression.
Discrimination on the grounds of sex, religion or political opinion is prohibited.
The Company seeks to balance the presence of men and women in the workplace, both by specific area and by role, promoting diversity and the physical and psychological well-being of all personnel.
The Company also promotes work-life balance by implementing measures that offer employees opportunities such as smart working and flexible working hours. Work activities are scheduled exclusively within the established working hours, ensuring and enabling everyone's participation without exceeding those hours.

- *Customer and Supplier*

All customers and suppliers shall be treated with respect, fairly and honestly, in accordance with the Group's vision.
Relationships should be based on mutual cooperation, equal treatment and compliance with the current legal framework.

- *Products*

Capardoni & C. s.r.l. aims to be recognised over time as an excellent and reliable supplier for the manufacture of thermoplastic caps and the sale of glass and plastic packaging products and their accessories.

Capardoni & C. s.r.l. is constantly committed to researching new technical and aesthetic solutions without ever losing sight of functionality, offering packaging solutions that make customers' products distinctive through a catalogue that includes a complete range of products manufactured in-house and distributed products, with a uniquely flexible level of service.

Capardoni & C. s.r.l. also aims to consolidate and improve its market position in order to enable the Company's continued growth and innovation, also and above all through increased customer satisfaction.
The Company seeks to ensure reliability through its commitment to researching new technologies and production techniques aimed at minimising defects, namely component manufacturing defects, which are the main cause of product failure and unavailability.
The Company aims to promote responsible use of plastic at the end of the product's life, including through a purchasing policy that assesses the environmental performance of packaging, encourages the use of recycled plastic and reusable products, and promotes proper waste management by raising awareness among all interested parties.
These objectives can be achieved only through continuous monitoring of internal processes and ongoing adaptation of both those processes and the Company's structure. In this context, the quality management system adopted refers to the requirements of UNI EN ISO 9001.

Products are manufactured in compliance with applicable legislation and in line with technological developments in order to meet customer needs as fully as possible. To reduce costs and improve quality, the Company continuously carries out specific product checks to identify the causes of nonconformities and inefficiencies and develops activities aimed at continual performance improvement.

The General Management of Capardoni & C. s.r.l. is committed to providing the resources necessary to promote the contribution of every member of the Company to achieving product quality and to supporting and approving every effort aimed at improving quality, including through the optimisation of internal and external communication processes in order to increase the effectiveness of an integrated corporate organisational system.

The Corporate Policy is periodically reviewed and updated in order to support continual improvement by progressively refining the Company's quality strategy.

This Policy is implemented through the identification of specific and consistent objectives, which are periodically updated during the regular management reviews of the Integrated Management System.
All these objectives are measurable so that the work carried out during the year can be assessed objectively using indicators described in a separate document.
All Capardoni & C. s.r.l. personnel shall apply the Integrated Policy within their respective areas of responsibility, taking into account the Company objectives set out above.
Management has primary responsibility for achieving the established objectives.
We consider it important to periodically assess both the market context and the Company context from a risk analysis and risk management perspective, in order to identify opportunities for improvement and to ensure an appropriate level of business continuity for our customers and full satisfaction of their needs.

Production Management *Administrative Management*