

**ORTEA SpA**

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**ANNEX TO THE INTEGRATED SYSTEM MANAGEMENT MANUAL (MAQ04)**

Cavenago Brianza, July 8<sup>th</sup>, 2024

**QUALITY, ENVIRONMENT AND SAFETY AT WORK POLICY**

ORTEA Management strongly believes that ensuring the Customer's satisfaction as far as supplied products and provided service are concerned is the top priority for the Company. The path to follow to achieve that goes through product and process quality, technical reliability, timeliness in managing business relations, on-time deliveries and flexibility in acknowledging the Customer's requirements.

This commitment goes side by side with the awareness that it is necessary to comply with enforced rules, regulations, standards and applicable laws, but also by taking on the responsibility of operating respecting the environment and ensuring that the workplace conditions are safe and healthy.

To this purpose, the Management has implemented the feasible solutions by keeping under control the significant environmental impacts, by monitoring and reducing energy waste, by being careful about not generating environmental pollution and, last but not least, by setting forth means to avoid incidents and professional illnesses. The consolidation of the achieved results and the continuous improvement of the performance are implicit in the constant implementation of the fully integrated Quality, Environment and Safety Management System, currently active within the Organization and compliant with the following Standards:

**UNI EN ISO 9001 :2015/Amd 1 :2024    UNI EN ISO 14001 :2015    UNI EN ISO 45001 :2018**

The Management commits itself towards the promotion of the implementation of the Managing System and its integration in the company's processes.

In line with all of the above, the following issues must be considered as strategic objectives continuously monitored:

- Analysis of Company's operational context and stakeholders' (both internal and external) expectations.
- Identification of risks and opportunities in relation to all the Company's processes so that they can be managed aiming at reducing non-conform situations and exploiting improvement possibilities.
- Check on the suitability of the Company's processes and of the products released to Customers for the general purpose of ensuring them satisfaction thus enabling a long-lasting relationship based on trust, reliability and cooperation.
- Actions and communication that make the Customer perceive a positive image of Ortea.
- Improvement of internal efficiency by means of organized and standardized activities, professional growth and personnel motivation and involvement.
- Performance of all the activities necessary to ensure full conformity of the Integrated Managing System to enforced legislation and reference Standards.
- Limitation and minimization of 'non-Quality cost'.
- Attention towards the limitation of potential environmental pollution related to the production by means of responsible design, careful waste management, identification and control on the significant environmental impacts, respect of precise maintenance procedures and research for alternative sources for the supply of electricity.
- Analysis, individuation and minimization of risks linked to climate change.
- Promotion of personnel's awareness, participation and involvement in environmental and safety issues by dedicated meetings, information exchanges and suggestions for the improvement
- Whenever possible, implementation of technical and organizational solutions aimed at reducing (and possibly eliminating) personnel potential exposure to hazardous risks.
- Encouragement towards the detection of non-conform situations, potential improving actions, near-misses occurred and any other significant situation in terms of environment and safety at work in order to improve the System overall performance.

The issues listed above, together with identified risks, constitute a sort of guideline that yearly provides the General Management with the elements necessary to define more specific indicators and objectives; the objectives are monitored and shared with involved functions.

The performance continuous improvement implies the involvement of the personnel at every level and the encouragement to provide for a contribution by communicating with the relevant Supervisors and the Integrated System Supervisor.

In this regard, the aim is to improve the welcome for incoming personnel so as to immediately establish a climate of cooperation.

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