



ORTEA SpA

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ANNEX TO THE INTEGRATED SYSTEM MANAGEMENT MANUAL (MAQ04)

Cavenago Brianza, 27.08.2018

QUALITY, ENVIRONMENT AND SAFETY AT WORK POLICY

ORTEA Management strongly believes that ensuring the Customer's satisfaction as far as supplied products and services 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 that it is possible to contribute towards the environment protection and that is mandatory to stay alert in terms of health and safety at work issues. 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 Organisation and compliant with the following Standards:

UNI EN ISO 9001 UNI EN ISO 14001 OHSAS 18001

In linea con quanto detto sopra, i seguenti temi costituiscono indirizzi strategici di costante attenzione:

- 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 for the general purpose of ensuring the Customer's satisfaction.
- Release of products and services able to obtain Customer's 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 organised and standardised 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'.
- Periodic review of the Integrated System performance and activation of corrective actions in case of deviation from the reference Standards.
- 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 attention towards energy consumption.
- Promotion of personnel's awareness, participation and involvement in environmental and safety issues by distributing dedicated procedures and instructions and ensuring their comprehension.
- Whenever possible, implementation of technical and organizational solutions aimed at reducing personnel exposure to hazardous risks (if any), still in compliance with the environmental legal obligations.
- 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 constitute a sort of guideline that, combined with the topics highlighted during the System Review, provides the General Management with the elements necessary to define more specific indicators and objectives, managed by means of dedicated documentation, and regularly monitored in order to follow their development.

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.

Responsibilities and relations within the Company even in terms of management of Quality, Environmental, Health and Safety issues in the Company are defined by the personnel chart.

Paolo Parini
CEO & Managing Director
ORTEA SpA

