

MISSIONE E VALORI

HO. BAG CORPORATE SRL:

Our mission is to design, produce and market packaging and accessories for a variety of markets such as: Cosmetics, Haircare, Homecare, Cosmeceuticals, Perfumery, Herbalism and Food. Our company pays particular attention to sustainability, with the aim of providing customers with high-quality and safe products, guaranteeing clients a valued service which is constantly developing to deliver only the best standards.

The company has always worked to be recognised as a reliable partner and pursues the following values:

- daily commitment, professionalism, efficiency and passion for work
- transparency in internal and external relations
- Ethical approach in corporate behaviour
- emotion with which you face daily challenges and the company mission
- sustainability, as a growing value in the entire corporate strategy

Aim

The following Company Policy (Policy) applies to all activities, people, resources and facilities of HO.BAG CORPORATE SRL.; in the cases envisaged, it also applies to all third parties (suppliers, consultants, and other types of external parties) who operate within the sites and in collaboration with the Company.

POLICY STATEMENT

With this in mind, it is essential for the Company to commit itself to maintaining high customer satisfaction, the pursuit of stakeholder expectations, through the production and supply of products that meet regulatory, legal, safety and reference standards requirements. Products must be manufactured sustainably and in accordance with ethical and social principles. The Company also undertakes to periodically review the content of this Policy.

Quality

In particular, the Company is committed to pursuing fundamental principles, such as:

- the centrality of our associates through the development of behaviours and attitudes, promoting the growth of skills also through training courses. The company recognises people as the engine and the heart of innovation and expansion;
- creating a collaborative, inclusive and socially sustainable work environment in compliance with international regulations and conventions for the recognition, enhancement, development and exchange of professionalism and knowledge, individual and collective, through management based on principles of fairness, merit, integrity, equal opportunities and respect, suitable for enhancing and protecting its employees;
- constantly monitoring the level of customer satisfaction by paying close attention to specific needs and sharing technical and order management information;
- always developing new ideas and continuously improving products, often thinking in an unconventional way, in order to provide a wide range of choice to the customer so that they can recognise their style within the Ho.Bag brand;
- keep the company flexible and competitive, guaranteeing the production of small batches, to respond to the market with efficiency and give opportunities to all, regardless of company size.
- maintain and constantly implement procedures for checking the conformity of products, deriving from internal production, or purchased from suppliers, to always guarantee products suitable for the purpose, customer needs and technical specifications;
- maintain an adequate level of hygiene, applying cleaning and pest control programs, to ensure product safety and prevent possible contamination;

- strive for continuous improvement and manage activities in an organised manner, also through the implementation of an integrated management system while keeping it effective and compliant with the following regulations: UNI EN ISO 9001, UNI EN ISO 14001 and UNI EN ISO 45001;
- provide adequate means and resources to achieve and maintain the set objectives;
- comply with the laws in force, the Company Policy, the Internal Procedures, the Company Code of Ethics, the external rules and regulations signed with stakeholders;
- carry out activities in compliance with global ethical principles to protect the interests and rights of all stakeholders with whom it interacts, keeping the company's Code of Ethics up to date;
- guarantee the effectiveness, efficiency and transparency of the management system through the implementation of procedures, operating instructions, programmes and tools that make it possible to promote and monitor activities aimed at achieving the commitments identified in this Policy;
- through periodic internal audits, the assessment of risks and opportunities and the review of the Management, constantly verify that the principles set out and the specific objectives defined are achieved according to what is planned to pursue the continuous improvement of performance;
- to spread the culture of Quality, Environment, and Health and Safety in the workplace within the Company through the awareness and empowerment of staff. Promote the culture of prevention and well-being to create and maintain a healthy and safe working environment;
- communicate and update the Policy, ensuring that it is understood and applied at all levels and that it is distributed to all personnel, available to stakeholders and to anyone who requests it.

In addition to the commitments mentioned above, which apply to all areas, **HO.BAG CORPORATE SRL** sets itself the following additional commitments:

Environment

HO.BAG CORPORATE SRL respects the environment and the territory. It is committed to reducing its impact on the environment by pursuing the following principles:

- respect and protect environmental resources, biodiversity, the ecosystem, through the use of energy from alternative or renewable sources, promoting pollution prevention activities, so as to minimise the impact on the environment;
- raise awareness and train staff in order to identify and reduce the environmental impacts deriving from the activity carried out;
- consider and manage the environmental aspects deriving from its activities, minimising the consumption of energy, water and raw materials, reducing waste production, maximising recycling and recovery activities and the use of eco-sustainable resources;
- comply with the applicable legislation on the subject and set strategic objectives to be pursued and monitored over time, in terms of environmental impact and performance;
- strive for continuous improvement and manage activities in an organised manner, in line with the environmental management system compliant with the UNI EN ISO 14001 standard;
- establish constructive and collaborative relationships with Public Administration bodies, Local Communities, trade associations, bodies or groups that may have a legitimate interest in the Company's environmental performance;
- research and apply, compatibly with the analysis of economic sustainability, process and product innovations, which make it possible to reduce the impact on air, water, soil, waste;
- reduce the consumption of chemicals and the use of hazardous substances and/or replace them with non-hazardous ones;
- responsibly manage the product supply chain from production to end of life, aiming at correct disposal and recyclability;
- promote sustainable consumption through the proposal of more ecologically compatible plastic containers; simultaneously informing and raising awareness among its customers about the environmental impacts of using the products offered;
- adopting eco-design concepts in the design and development of new products in order to reduce environmental impacts.

Health and Safety in the Workplace

- implement all necessary measures to prevent and reduce the risk of accidents, injuries and occupational diseases;
- define, pursue and share with all internal and external people, the objectives for Health and Safety and the implementation programs for their achievement;
- strive for continuous improvement and manage activities in an organised manner, in line with the safety management system compliant with the UNI EN ISO 45001 standard;
- train staff in order to avoid dangerous behaviour to prevent accidents, near misses and occupational diseases;
- comply with legal obligations for the improvement of the organisation and for prevention;
- implement new activities, processes and plants also assessing risk factors related to the Health and Safety of workers;
- adopt procedures, operating instructions and training personnel to operate in such a way as to safeguard their own Health and Safety and that of the territory in which the Company operates, both in normal business situations and in emergency situations;
- involve employees and their representatives in Health and Safety issues, encouraging them to contribute to the continuous improvement of existing procedures.

Human Resource Management - "*Human resources: our first value.*"

HO.BAG CORPORATE SRL believes in this principle and recognises the value of human resources, the commitment, the skills of its collaborators and individual professionalism since each individual is a resource that must be adequately supported and valued.

Driven by this awareness, the Company is committed to:

- involve staff (within the scope of their duties) in information, education and training activities to promote an increase in awareness of their role and responsibilities;
- to guarantee a dynamic, productive and engaging work environment, respecting the needs of its collaborators by promoting optimal working conditions and supporting, where possible, the balance between life and work times;
- organise and efficiently manage career development, ensure that all staff are adequately trained and evaluated, enhancing the skills and knowledge of each resource;
- ensuring fair and equitable wages in consistency with and compliance with regulations and collective agreements, as well as ensuring the fight against the gender pay gap.

Ethics

HO.BAG CORPORATE SRL operates in compliance with fundamental human values, setting itself the following objectives:

- apply and update its corporate Code of Ethics;
- act by promoting the principles of freedom, dignity, inclusion, equal opportunities for the person and respect for diversity;
- to combat discriminatory behaviour in the areas of religion, age, gender, sexual orientation, gender identity, origin, race, language, disability, political opinion and social condition;
- raise awareness among its stakeholders to carry out their activities in compliance with universal human rights (cultural, social and political) and adopt measures to prevent and eradicate the exploitation of child labour;
- guarantee the exclusion in their company of all forms of exploitation of child labour;
- continue to fight corruption and bribery, combating fraud, money laundering and anti-competitive practices;
- protect the right to privacy of the Interested Parties and ensure the security of information;
- guarantee safe channels and apply a whistleblowing procedure for reporting violations of current regulations and the principles of the Code of Ethics by internal or external parties linked to the Company.

Sustainable sourcing

HO.BAG CORPORATE SRL intends to promote a culture of sustainability throughout the supply chain by committing itself to pursuing the following principles:

- to prefer suppliers who share principles and values in line with this Policy;



**MANUAL OF THE MANAGEMENT SYSTEM FOR QUALITY, HEALTH & SAFETY,
ENVIRONMENT, ETHICS**

ANNEX C

Company Policy

- preferring the purchase of eco-friendly and eco-sustainable materials;
- preferring collaboration with local suppliers in order to support the growth of the local community;
- involve suppliers in the objectives of company improvement in the field of Quality, Environment and Health and Safety at Work.

This Company Policy constitutes a framework for the company's objectives and:

- it is available as documented information;
- it is communicated within the organisation;
- it is shared with the Workers' Safety Representative (RLS);
- it is made available to interested parties through publication on the company's website.

San Vendemiano, 20 May 2024

General Management
Dr. Andrea Spina