

# FEDRIGONI



## Sustainability Charter



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## Key strengths that are always the governing principles at all our sites

1. Pride in being the leading name in the world of specialty papers and self-adhesive materials in terms of performance and aesthetics.
2. An obsession for detail, especially in production.
3. Strict use of anti-Covid measures and Personal Protective Equipment (clean, well-maintained, right size and for everyone).
4. T-shirts, trousers and uniforms with company logos maintained and worn with pride.
5. Safe walkways, exits and safety signs, ladders, handrails and machine walkways dry, clear and clean.
6. Work areas, both individual and shared, clean and tidy during and at the end of each shift.
7. Machines with floors kept dry and no mops or sponges near moving parts.
8. Vehicles, forklifts, and trolleys at walking pace, with working warning lights and seat belts correctly worn.
9. Pulp units, chemicals, rolls of semi-finished and finished products clean, undamaged and protected from the elements.
10. Training, teamwork and communication between people in order to provide constant ideas for improvement.

## Targets

1. Keeping the daily level of housekeeping (care) and safety at our sites up to our quality standards.
2. Leaving each site in better condition than it was found, thanks to everyone's active contribution.
3. Conveying the pride and care we take in our work even during visits from authorities, customers, suppliers and third parties.



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## Definitions

<b>Site</b>	Each of the Group's sites and local business units with production, administrative, logistics, distribution and commercial activities.
<b>Safety culture</b>	Assessments, measures, training and monitoring to protect everyone's health and safety inside our facilities. Safety culture makes us aware that we are the main contributors to our own and others' safety (without waiting for someone else to do it) and invites us to be open to change and to learn from our own and others' experiences.
<b>Prevention</b>	All the provisions or measures necessary to avoid or reduce occupational hazards while protecting people's health and preserving the environment.
<b>Risk assessment</b>	Comprehensive, documented assessment of risks to workers' health and safety aimed at identifying appropriate prevention and protection measures and drawing up a schedule of measures to ensure that health and safety levels are improved over time.
<b>Housekeeping</b>	Method for caring for common and personal areas of each site on a daily basis based on the 5S approach which is also useful for sites with food safety standards (and related food safety culture).
<b>5S</b>	5S is the simple, everyday approach to care, order, and hygiene in the workplace. The 5S refer to five Japanese terms representing the main steps of the methodology: <ul style="list-style-type: none"><li>▪ Seiri - Choose and Separate. Eliminate whatever is not needed at the workstation.</li><li>▪ Seiton - Arrange and organise. Arrange equipment and materials efficiently.</li><li>▪ Seiso - Check the order and cleanliness created.</li><li>▪ Seiketsu - Standardise and improve. Maintain the created order and cleanliness, try to improve by continuously repeating the steps: Seiri, Seiton, Seiso.</li><li>▪ Shitsuke - Sustaining over time. Enforce discipline and rigour moving forward.</li></ul>
<b>Cleaning</b>	Regular cleaning (daily, weekly) by cleaning companies.

## References

[Group Code of Ethics](#)

[Group Sustainability Policy](#)

[Group Equity, Diversity, and Inclusion Policy](#)

[Covid-19 Procedures](#)

Are part of the Fedrigoni Group:

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