



MUTTI SPA POLICIES

The President of MUTTI S.P.A. has established the following QUALITY POLICY for the company:

QUALITY POLICY

Mutti Group believes that the company's future is aimed at achieving maximum customer satisfaction.

This satisfaction can be reached by Mutti Group, which operates in a context of:

HONESTY, CORRECTNESS, COMPLIANCE WITH LAWS, RESPECT FOR HUMAN AND ENVIRONMENT.

creating a Quality Management System compliant with the UNI EN ISO 9001: 2015 standard.

The Management of Mutti Group has allocated the funds and has made available the personnel and tools necessary for the implementation of the Quality Management System which will be constantly monitored and periodically assessed, measuring the achievement of the objectives set for the controlled processes.

Mutti Group must pay the utmost attention to the client's requests and expectations, to the requirements of the applicable rules and regulations and to the continuous improvement of the organization and satisfaction of the client and the interested parties.

Mutti Group must pursue quality at all stages of every process, where each employee is involved in achieving the objectives.

The Management periodically verifies that this policy is appropriate for the purposes and the business context, implemented and shared at every level of the organization establishing objectives of continuous improvement and customer satisfaction.

QUALITY AIMS

To be able to put into operation the matters explained in the **QUALITY POLICY**, it is important that everybody pursue the following aims:

- **carrying out company strategic choices in order to consider a long period plan for the Company development**
- **distribute the tasks within the company in an appropriate manner**
- **selecting reliable personnel**
- **maintaining fleet at high efficiency standard**
- **pursuing technical-organizational innovation for the safety of drivers, transport and the environment**
- **reducing to zero the number of accidents and infringements for journeys made in all European and non-European countries**
- **reducing to zero the number of vehicles arriving late for loading and / or unloading**
- **reducing staff absenteeism to zero**
- **reducing fuel wastage to zero in compliance with company rules**
- **reducing to zero the vehicles refused to load for cleaning / pollution**
- **reducing delays and errors in billing to customers to zero**
- **reducing the number of non-conformities to zero**
- **complying with the speed / safety / timetable rules in the loading and unloading facilities and the regulations for the transport of dangerous goods by road (ADR)**
- **tend to an optimal coordination of the trips**
- **reducing to zero errors for the equipment necessary for loading and / or unloading of the products and related activities (loading / unloading tanks, etc.)**
- **guarantee an adequate image of vehicles and drivers also from a behavioral point of view**

If everybody always pursue the above stated goals, we will do something pleasing to our customers, our team and our professionalism.

SAFETY AND HEALTH POLICY

It is policy of MUTTI S.P.A. to operate in such a way as to guarantee the safety of its employees, customers, the public and third parties involved in the performance of the service.

MUTTI S.P.A. Management is therefore committed to preventing and reducing accidents, accidents and risk situations in general through the continuous awareness of the safety of its employees (and sub-contractors).

In particular, the company will pursue the following objectives:

- **To evaluate all risks to the health and safety of its employees, customers and third parties**
- **To eliminate health and safety risks in relation to the knowledge acquired on the basis of technical progress and, where this is not possible, reduce them to a minimum**
- **To carry out its activities in full compliance with the laws and regulations in force concerning safety and, where these do not exist, according to its own standards.**
- **To provide employees with information on the use, handling, exposure of hazardous and unsafe chemicals and related protective equipment suitable for safeguarding the worker's health.**
- **To carry out periodic checks on vehicles / equipment / personal protective equipment and during loading / unloading operations in order to ascertain compliance by employees, sub-operators and traction drivers with safety standards established by current legislation and internal procedures**
- **To provide an emergency activation service that involves company resources involved, guaranteeing 24-hour coverage.**
- **To promote training of employees in safety matters through internal and external courses, with behavior based system (BBS) as a reference point.**
- **obliging eventual sub-carriers of transport services to adopt a safety policy that is in line with MUTTI S.P.A policies.**

The achievement of the safety objectives is the task of all the personnel of MUTTI S.P.A. ∴ therefore each of us must provide our own contribution in terms of actions and suggestions necessary to obtain the highest possible level of safety in the company's activities.

A&D POLICY

MUTTI SPA is committed to create and maintain a safe, healthy and productive work environment for all its operators.

- The Company recognizes that the use of alcohol, drugs and other similar substances by operators, negatively affects their duty to perform an efficient work performance and can have serious consequences for themselves, for other operators and for the company.
- The use, possession, distribution or sale of drugs, illicit or subject to control and not prescribed, is strictly prohibited and constitutes a basis for adequate disciplinary action until dismissal.
- It is highly recommended that employees **ABOLISH** the consumption of alcoholic beverages; in this regard, the Company will totally exclude the use of Alcohol. The violation will result in disciplinary action and dismissal.
- Those who consider themselves to be dependent on the aforementioned substances are advised to seek medical advice and to follow appropriate treatment without delay and before their condition can adversely affect their ability to work and be endangered by their colleagues, work or third parties, as well as plant safety.
- **MUTTI GROUP recognizes the dependence on alcohol and drugs as a treatable but INTOLERABLE condition.**
- If the operator's state of subjection to alcoholic substances is such that, even if it does not result in incapacity for work, it constitutes a danger in the performance of the tasks for which the work is due, to his own safety, or his work colleagues, or third parties or safety in the workplace, Mutti reserves the right to change these tasks within the limits established by law.
- In the event that MUTTI ascertains the dependence or consumption of the operator in relation to alcohol and drugs, it may give rise to the termination of the relationship for a justified reason.

MUTTI reserves the right to make unannounced checks on the existence in its premises of drugs and alcohol and to request from their respective employers or other competent authorities the removal from their premises of third parties who are in a situation to be a risk as highlighted above.

POLICY ON ENVIRONMENTAL PROTECTION

It is policy of MUTTI S.P.A., to carry out its activities in full respect and protection of the environment.

The company requires its employees and sub-contractors to comply with current environmental laws and regulations and to operate with the utmost professionalism in compliance with internal standards and procedures.

We want also to increase, through periodic training / training meetings, the sensitivity of all employees on environmental issues in the belief that the application of this policy is possible only with the active involvement of all of the company personnel.

In particular, it is the principle of society:

- **To carry out all activities, whether provided for by law or voluntary, in order to safeguard the work environment in relation to the production / disposal of waste produced for carrying out the activity.**
- **To perform all loading / unloading operations, reclamation of tanks and in any case related to the performance of the service with a view to total safety in order to prevent any damage to the environment**
- **To select technically prepared vehicles in order to limit the emission of exhaust gases into the atmosphere**
- **obliging any sub-contractors of transport services to adopt environmental policies that are in line with that of the MUTTI GROUP.**

SECURITY POLICY

MUTTI S.p.A. take note that, in the case of transport of dangerous goods, a series of preventive measures must be put in place in order to minimize the risks in terms of security.

All companies carrying dangerous goods belonging to MUTTI Spa must be aware that hauliers, consignors and recipients must cooperate with each other and with the competent authorities to exchange information on any threats, apply appropriate security measures and react to events that safety in general.

MUTTI S.p.A. in the field of security commits to:

- acknowledge and disseminate all information to all the personnel in charge;
- make all the legislative provisions known to all the personnel in charge;
- establish a training plan taking into account all the information in possession;
- communicate and train all personnel the security plan taking into account the roles established in it.

It is the responsibility of all employees to respect and enforce the security provisions set by the company and it is a duty of all employees to report any malfunctions or deficiencies in the safety provisions adopted, as well as any situations of danger or potential danger.

MUTTI S.p.A. therefore it undertakes to identify a series of procedures and assign tasks to all the personnel in charge in order to constantly prevent risks.

All employees must be trained on the nature of the risks related to security, their recognition, the methodology to reduce them and the actions to be taken in the event of security breaches, moreover, it is Group policy to maintain constant, through continuous training, the attention of all the staff according to the role that each of the components plays within transport organizations.

In the security sector, both the client and the sub-carriers who work on behalf of the MUTTI SpA Group must be involved.

ANTI-CORRUPTION POLICY

The MUTTI Group adopts a firm approach and absolute prohibition against any form of corruption.

The present anti-corruption policy applies to all personnel of the various companies of the MUTTI Group, which must comply with the highest standards of fair behavior and moral integrity.

In fact, it is the MUTTI Group's choice to comply with all laws, regulations and regulations concerning the fight against corruption, in Italy and in all the countries in which the Group operates.

The MUTTI Group is committed to conducting its business activities and business in such a way that it is not involved in any type of corruption and does not facilitate or risk involvement in illicit situations: this is in relations with public bodies and private parties.

Il Gruppo MUTTI è impegnato a condurre le proprie attività commerciali e gli affari in modo tale da non essere coinvolto in alcuna fattispecie corruttiva e da non facilitare o rischiare il coinvolgimento in situazioni illecite: questo sia nei rapporti con Soggetti Pubblici che con Soggetti Privati.

In particular, it is absolutely forbidden:

- to offer, promise, give, pay or authorize someone to give or pay, directly or indirectly, money or other economic benefit or benefit of any kind to Public Subjects or Private Subjects;
- to accept the request or authorize someone to accept or solicit, directly or indirectly, a payment or an economic advantage or another benefit from Public Subjects or Private Subjects, when there is the purpose of:
- to induce the other party to perform improperly its function, be it of a public or private nature, in relation to the activity carried out by or for the MUTTI Spa or for the purpose of rewarding an activity carried out towards the company;
- to influence the implementation of an act or its omission in the interest of the MUTTI Spa;
- to obtain, secure or maintain a certain deal or an unjust or unjustified advantage with respect to the performance of the business activity.



It is also forbidden for all Recipients to receive or obtain the promise of money or other benefits, for themselves or for others, to perform or omit acts in violation of their duties or loyalty obligations, also causing damage to the MUTTI Group.

All the limitations described concern not only cash payments but also any indirect benefits such as, by way of example: gifts; contributions to associations or sponsorships; business activities, jobs, professional or advisory duties; investment opportunities; confidential information relating to the market or to products; discounts or payment extensions; courtesy expenses towards third parties such as hospitality, meals, transport, entertainment.

The Management gives the Anti-Corruption Policy the maximum diffusion to the personnel concerned, ensuring that it is understood and implemented at all levels; for this purpose, it is available online on the Company Information System.

It is the duty of the Function Managers to verify that the document has been understood by its collaborators and, if necessary, provide the requested clarifications.

The adequacy over time of the Anti-Corruption Policy is periodically monitored by the Management (as a rule during the Management Review) and - where necessary - appropriate corrective action is taken.

PODENZANO

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L'Amministratore Delegato

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CORPORATE SOCIAL RESPONSABILITY POLICY

The Management has decided to provide the Organization with a system of management of social responsibility, in compliance with the SA 8000 regulations and which is committed to pursuing by placing its internal and external stakeholders at the center of its activities.

In particular, the SA 8000 policy focuses on the following cornerstones:

- To improve the quality of life in line with the concept of sustainable development, fully respecting the community, and considering the integration of social, environmental and economic policies
- To activate a system of communication and dialogue with all the social interlocutors of the company that allows easy access to information on products and services provided, on the correctness and moral quality of its offer, detects the degree of satisfaction and expectations of customers and make known the commitments that the Company assumes through the issue of periodic information
- To carry out a constant action aimed at the involvement, motivation and development of the professionalism of all staff to achieve the objectives set, through continuous training, information, awareness raising and compliance with national and supranational standards on worker protection, the ILO conventions, the principles of social responsibility
- To select their suppliers to ensure compliance with the ethical principles themselves and, in turn, their suppliers and subcontractors.
- To guarantee the protection of workers' rights, health and safety
- To ensure its commitment to social responsibility through the application and dissemination of ethical principles and the continuous improvement of the working conditions of its employees.

The Management also operates in compliance with the following ethical principles:

- Refrain from taking disciplinary action, dismiss or discriminate against any employee who provides information regarding issues and non-compliance or who has complaints.
- Respect the freedom of association and the right to collective bargaining and the decision to join an organization of your choice is free and will not have negative consequences for the staff, nor repercussions on the part of the company.
- It does not use or support the trafficking of human beings.
- Commits to adopting the remedies program for minors in the event that minors are found in the Organization to work in contravention of the law or national law.

MUTTI undertakes to protect the young worker, or not, the compulsory education regulations, allowing them to be used only if:

- It is outside school hours;
- Total hours of transport (to and from work and school), those dedicated to school and work, do not exceed 10 hours per day;

- under no circumstances he will work more than eight hours per day;
- do not work at night.

The Management is committed to ensuring that the Social Responsibility Management Policy is implemented and supported at all levels of the organization through the following instruments:

- Use of adequate human and material resources;
- The training and continuous information of internal personnel and the control of suppliers;
- The systemic control of the needs and satisfaction of the interested parties;
- The distribution of documentation of the social responsibility management system in all workplaces so that it is accessible to the committed personnel;
- the periodic review of the management system, in relation to the objectives defined in the policy, implemented through the review by the Management.

The Management undertakes to communicate and make this Policy understandable at all levels of the Organization and to periodically review it, in order to verify its continued suitability (in the case of legislative changes, the requirements of its own code of conduct or those relating to any other business requirement).

This policy is drafted in all the languages that it is considered necessary to use according to the nationality and linguistic knowledge of the stakeholders.