



TeaPak s.r.l. SB • Imola



# COMPANY POLICY

Revision n°	Date	Justification
00	15/02/2022	First issue
01	18/05/2022	New realization

TeaPak s.r.l. SB, located in Imola (BO) at 15 L Bicocca Street, represented by Andrea Costa, Legal Representative and Employer, undertakes to develop a **Quality Management System**, a **Health, Occupational Safety and Environmental Management System**, as integral parts of its work organization, with the aim of maintaining and improving its performance. To this end, TeaPak s.r.l. SB undertakes to draft and promote an internal company policy based on the founding values common to the Yogi Tea group to which the company belongs. This policy is shared with all internal and external staff, by publishing this documentation both in the employee's digitized personal area and on the company website.

The Company Policy is a professional commitment that all staff are required to respect.

It shall be the responsibility of the Management to verify that this document is reviewed annually in order to assess its effective and continuous validity and updated as needed. Each new version cancels and replaces the previous ones.

## Revenue & Growth

The goal of TeaPak s.r.l. SB is to pursue sustainable growth, focusing on a *glocal* development model, in the name of the well-being and prosperity of all its employees and stakeholders. It is exactly for this reason that the company has always focused on its founding values as levers for guiding its growth and to be an inspiration, a reference model for an economy that is increasingly attentive to social and environmental issues, going beyond the sole purpose of profit.

TeaPak s.r.l. SB undertakes to spread a culture and philosophy linked to an extended concept of well-being, promoting a healthy lifestyle in the name of harmony, both internally and towards colleagues and communities.

## Risk Management

Since its founding in 1991, TeaPak s.r.l. SB has ensured that all legal requirements related to food safety, healthiness and legality of finished products are known, shared and complied with by all staff, putting in place the intellectual and operational resources necessary for their constant achievement. In addition, the company undertakes to comply with legal requirements on health, occupational safety and environment, being aware that the ability and speed of reaction and adaptation to regulatory changes constitute a competitive advantage. Precisely for this reason, the company is always attentive to the latest regulatory updates by subscribing to professional newsletters, participating in training events, possibly assisting, wherever necessary, in consulting firms in the sector.

Management has decided to equip its organization with a **Quality Management System** and a **Health, Occupational Safety and Environmental Management System**, based on risk analysis through:

1. The application of standardized procedures reported in the Quality Management System Manual, including the HACCP Manual, published based on the requirements of the Codex Alimentarius and BRC & IFS standards, and specific departmental operating manuals.
2. The preparation of the Risk Assessment Document, prepared in accordance with Legislative Decree no. 81 of April 9, 2008, and subsequent amendments, the purpose of which is to carry out the global and documented assessment of all risks to the health and safety of workers, comply with the following procedure: eliminate hazards, replace with less dangerous processes, operating activities, materials or equipment, reorganize the work, carry out training, use appropriate collective and individual protective equipment, with the aim of preparing suitable prevention and protection measures as well as planning measures to ensure the improvement of health and safety levels over time.
3. The adoption of an integrated management system in line with the UNI ISO 45001: 2018 standard "Occupational health and safety management systems" and the UNI EN ISO 14001: 2015 standard "Environmental management systems".

Pursuant to EC Reg. No. 679/2016 (GDPR) and Legislative Decree 101 of August 10, 2018, a risk analysis was carried out on the protection of sensitive data, encoded in a Data Protection Management Manual, identifying the Data Controller in the person of Andrea Costa, Legal Representative and Employer.

The company has also adopted an Organizational Model 231, pursuant to Legislative Decree 231/2001, aimed at mitigating the risks deriving from offenses committed by its employees or collaborators also in terms of health and occupational safety, environment and cybercrime. This model is intended to be a protection for all stakeholders and a further guarantee of how the company works with the utmost transparency and legality, in safeguarding the interest of the community.

## Health, Safety & Environment System

TeaPak s.r.l. SB has adopted an integrated Health, Occupational Safety and Environment Management System to understand and meet the needs and expectations of workers, the environment and other parties concerned by laying its foundations on the field of application in addition to the core business of the company: "Blending and packaging activities of tea and other organic infusion preparations".

The company's approach is to ensure safe and healthy working conditions, improve processes, technologies and working methods, prevent accidents and the onset of occupational diseases, manage non-conformities in order to identify corrective actions aimed at business improvement. Another predominant factor for the company is the continuous analysis of the risks associated with the management of natural, human and technological emergencies through a systematic review of accident scenarios together with the behavior to be adopted in responding to different emergency situations.

Precisely for this reason, all responsibilities and authorities related to relevant roles within the management system are assigned and communicated at all levels both inside and outside the organization as well as to all suppliers. In order to involve each individual worker in the development, planning, implementation, performance evaluation and actions for the improvement of the Health, Occupational Safety and Environment management system, there is an internal reporting process (accident reporting, near misses, potentially dangerous situations, improvements, accidents, generic complaints, food safety, green, doing good and reporting discrimination) which involves the entire organization and department, team-leader, directors and project meetings are periodically organized.

On the basis of the foregoing, the company periodically defines in the Management Review improvement objectives in terms of Health, Occupational Safety and Environment:

- Increase the number of training hours provided internally in order to raise awareness and promote the culture on Health, Occupational Safety and Environment.
- Collaborate with the Competent Authorities and promote projects for the well-being and health of workers.
- Carry out economic investments in terms of occupational health and safety in order to improve its performance and reduce occupational risks.
- Make all documentation available in digital format to the various area/department managers to ensure timely, clear and up-to-date access to the entire Organization.
- Increase the number of practical corporate emergency drills to make the emergency team and the entire organization increasingly organized and aware.
- Implement every effort in organizational, operational and technological terms to prevent any form of pollution, ensuring environmental protection, fighting climate change, preserving biodiversity, promoting energy and raw material savings, promoting the use of renewable energy sources.
- Monitor and track materials with the greatest environmental impact (water, wood, paper, plastic, metal and chemical products) from the supply of raw materials to their disposal, aiming, as far as possible, to reuse/recycle same, to the reduction of waste and to the increasing use of recycled materials, coming from renewable and controlled sources or with a lower environmental impact.
- Verify the environmental impact of the service provided by the Company, in order to ensure the correct management and execution of the works, with particular attention to the waste aspect.

## Operational Excellence

TeaPak s.r.l. SB undertakes to setting company and department goals, which can be reached through the monitoring of key performance indicators and the aid of materials, tools and processes, and guarantees all the necessary resources to pursue a continuous improvement, including through the implementation of strategic projects.

TeaPak s.r.l. SB is aware that in order to obtain excellent operational results, it is essential to promote awareness among its employees through a food safety culture, or rather that set of behaviors and values that testify to the importance of product safety and encourage confidence in employees in product safety systems, processes and procedures used within the plant.

## Culture & People

All employees have a responsibility to work to ensure a safe, healthy and high-quality finished product, operating in a way that ensures their own safety and that of their colleagues in addition to minimizing possible negative effects on the environment. To make this happen, TeaPak s.r.l. SB undertakes to offer continuous training to its employees in matters of quality, health, occupational safety and environment, also relying on the support of external professionals, thereby increasing their competence and making each worker aware of the risks associated with the activities carried out and the importance of their role in the correct management of same.

TeaPak s.r.l. SB embraces growth opportunities and promotes personal and collective development paths, fair and free from discrimination, making inclusion processes possible and promoting freedom of expression. By ensuring communication channels between employees and the company management, a culture is created and kept alive to encourage the engagement of individuals with respect to the company itself.

## Sustainability

TeaPak s.r.l. SB undertakes to ensure the preservation of the planet, taking actions aimed at reducing the environmental impact, minimizing the potential risks deriving from its processes. The company, therefore, adopts good practices aimed at sustainability, aware that the economic objectives can only be achieved in the long term by acting in respect of the environment.

The company supports the development of sustainable agriculture, undertaking to produce exclusively organic products, in accordance with Regulation (EU) 2018/848, and therefore undergoing periodic control visits by I.C.E.A. (Institute for Ethical and Environmental Certification). In addition, the company undergoes audits that certify the compliance of its products and processes with the "Rainforest Alliance" standard, wherever relevant.

In order that the corporate philosophy on sustainability is respected throughout its supply chain, TeaPak s.r.l. SB undertakes to share the "Code of Ethics" and the "Code of Conduct", as well as the "Best Practices" with suppliers of goods and services that have the greatest impact on its business.

Aware that the concept of Sustainability is articulated not only in respect of the Planet, but also in the social perspective and in the promotion and support of People, as well as in the pursuit of a condition of Prosperity that allows everyone access to rights and basic services, TeaPak s.r.l. SB has chosen to formally undertake with respect to its employees, suppliers and communities to embark on a path of sustainable development. The company has been converted into a Benefit Company as from the year 2021, demonstrating that it goes beyond the mere logic of profit, pursuing purposes of common benefit, reporting as from the year 2021, through a suitable formal document in line with the regulations in force, not only their own economic impact, but also their social and environmental impact.

## Doing Good

TeaPak s.r.l. SB strongly believes in the value of solidarity and mutual support, both within the company and towards the community, making it one of the pillars of the business management logic. The company organizes numerous solidarity initiatives, promoting the active participation of employees also thanks to the presence of dedicated figures called *Doing Good Ambassadors*, spreads solidarity events in the area

through various communication channels, participates in activities in partnership with other companies and associations, engages in donations and fundraising and hopes in an ever-closer integration between solidarity, well-being and sustainability.

### **Addendum - Responsabilità della Direzione**

The Management undertakes to ensure compliance with all mandatory and voluntary standards and the application of all procedures developed in this manual, including the quality policy.

The Management also undertakes to ensure compliance with all production specifications, requests and standards imposed by Yogi Tea GmbH.

Under the responsibility of the company owner, the instructions contained in this manual must be respected by all staff and anyone who has relations with the company itself.

Any changes to the information previously shared with the staff shall be promptly communicated.





**TeaPak s.r.l. SB • Imola**

TeaPak s.r.l SB. SB • Via Bicocca, 15/L • 40026 - Imola (BO) • Italy  
P.IVA e cod. fiscale 02171691203  
Tel: 0542 484300

Mail: [teapak@yogiproducts.com](mailto:teapak@yogiproducts.com) • P.E.C.: [teapak@pec.teapak.com](mailto:teapak@pec.teapak.com)

Website: [www.teapak.com](http://www.teapak.com)

Capitale Sociale: € 5.090.000 i.v. • R.E.A. di Bologna n. 418480 • Directing Company is YOGI TEA GmbH