



Workplace Safety and Health Policy

Introduction

Miko S.r.l., a leader in the production of non-woven materials for the automotive industry, is committed to promoting sustainability in all our operations. We recognize our role in reducing environmental impact, supporting our communities, and promoting ethical business practices. This sustainability policy outlines our commitment and approach, in line with our certifications, including ISO 9001, ISO 14001, and IATF 16949.

Our company is firmly committed to ensuring a safe and healthy workplace for all employees, in compliance with Law 231 and industry best practices. Workplace safety and health are fundamental to our corporate culture and our commitment to excellence.

Objectives

Our main objectives include:

- Preventing accidents and incidents in the workplace
- Protecting the physical and mental health of our employees
- Maintaining a workplace that complies with current regulations
- Complying with the requirements of Law 231
- Continuously improving our performance in safety and health

Responsibilities

The company's management is responsible for providing resources, leadership, and support to ensure the achievement of safety and health objectives.

Employees are required to follow company policies and procedures, actively participate in training programs, and promptly report risk situations or unsafe behaviors.

The Oversight Body, in compliance with Law 231, monitors and verifies the correct implementation of company policies, ensuring compliance with safety and health laws and regulations.

Operational Procedures and Personal Protective Equipment (PPE)

The company is committed to providing employees with the necessary PPE to safely perform their specific tasks. These PPE may include, but are not limited to, protective eyewear, masks, gloves, helmets, suits, safety shoes, and hearing protection devices.

It is the responsibility of each employee to use the appropriate PPE based on their job and activities. Correct use of PPE is mandatory and contributes to preventing injuries and incidents in the workplace.

Employees must participate in training programs related to the proper use of PPE and be aware of procedures for obtaining, using, maintaining, and replacing PPE.





The company will conduct regular inspections to ensure that PPE is in good condition and will replace or repair damaged items.

Employees are required to promptly report any issues or deterioration of PPE to their supervisor or the relevant department.

Training

Training on PPE is included in the training program for all employees. This training will include identifying the necessary PPE, instructions on proper use, maintenance, and reporting procedures.

Risk Assessment

We will conduct periodic risk assessments and implement preventive measures to mitigate them.

Incidents and Reports

All workplace incidents are recorded, investigated, and reported to the relevant authorities if necessary and included in the company's annual CSR report in the Employee Health and Safety section.

Legal Compliance

The PPE policy is in full compliance with applicable laws and regulations regarding workplace safety and health.

Control of Alcohol and Smoking in the Workplace

The company acknowledges that alcohol abuse and smoking in the workplace can pose significant risks to the safety, health, and well-being of employees, as well as negatively affect productivity and the corporate environment.

Alcohol abuse is strictly prohibited in the workplace and during working hours. Employees must not be under the influence of alcohol while at work. The company reserves the right to conduct alcohol tests if reasonable suspicion arises.

Smoking is prohibited inside company premises or in non-designated areas. Designated smoking areas will be provided in compliance with local laws.

Violation of these policies will result in disciplinary action in accordance with applicable laws and regulations.

Internal and External Communication

The company's policy regarding alcohol and smoking abuse will be clearly communicated to all employees through informational leaflets.

Employees are encouraged to report instances of alcohol or smoking abuse to their supervisor or the relevant department.

Employee Engagement

Active employee involvement is essential to ensure compliance with these policies and to promote a safe and healthy working environment.

Review and Improvement

The company's policy will be periodically reviewed and updated to reflect new knowledge and changes in laws and regulations related to alcohol and smoking abuse in the workplace.

Safe Use of Mobile Devices and Signage in Production Departments

In production departments where mobile devices or handling equipment are present, it is mandatory to strictly follow signage and designated paths to ensure the safety of operators and visitors.

Mobile devices, such as forklifts or industrial vehicles, must be used only by authorized and adequately trained operators. Failure to comply with mobile device usage rules will result in disciplinary action.

Signage, including directional signs, restricted areas, and loading/unloading zones, must be clear, highly visible, and adhered to by all employees and visitors.

Emergency routes must remain free of obstacles at all times. These routes must be marked and clearly visible, and all employees must be aware of their location.

Training and Education

All employees working in production departments must receive training on the safe use of mobile devices and proper compliance with signage and designated paths.

Incidents and Reports

Incidents involving mobile devices or violations of signage must be immediately reported and documented.

Incident investigations will include a review of the circumstances and potential policy violations.

Employee Involvement

Employees are encouraged to report issues or potential improvements related to the use of mobile devices or signage in production departments.

Review and Improvement

The company's policy will be subject to periodic review to ensure the effectiveness of safety measures related to the use of mobile devices and signage in production departments.



Provision of Informational Materials

Upon hiring, new employees will receive informational leaflets and an employee handbook. These materials contain essential information about company policies and procedures, including those related to workplace safety and health, the use of mobile devices, and signage in production departments.

New employees are required to read these materials carefully and seek clarification if needed.

The signing of a confirmation form indicating the reading and understanding of these materials will be required as part of the hiring process.

Initial Training

In addition to providing informational materials, new employees will undergo initial training, including an overview of company policies, with a specific focus on workplace safety and health.

During initial training, employees will be encouraged to ask questions and discuss any aspects of company policies that require clarification.

Maintenance of Informational Materials

Informational materials will be periodically updated to reflect changes in company policies and procedures.

Employees will be promptly informed of any changes made to the informational materials.

Conclusion

The safety and health of our employees are top priorities at Miko. Our company policy has been developed with the aim of creating a safe, healthy workplace that complies with applicable laws and regulations, including Law 231, and aligns with ISO 9001, ISO 14001, and IATF 16949 standards.

We recognize that the well-being of our employees is essential for the success of the company and the achievement of our goals. We are committed to providing resources, training, and an effective safety and health management system to ensure that each employee can perform their work in a safe and healthy environment.

Our company policy is based on the principles of prevention, training, adequate risk assessment, and a commitment to continuously improve our performance in safety and health. Our employees are encouraged to actively promote these practices and promptly report concerns or safety hazards, even anonymously.



Compliance with legal and regulatory standards is a fundamental responsibility that all company employees must adhere to. Violation of company policies will result in appropriate disciplinary actions.

We also recognize the importance of providing informational materials and proper training to our employees from the moment of hire to ensure their full awareness of company policies and procedures.

In summary, Miko is committed to creating a safe, healthy, and respectful working environment. This policy represents our ongoing commitment to improving our performance in workplace safety and health, reflecting our desire to protect the well-being of our employees, our corporate heritage, and our commitment to legal compliance.

Miko S.r.l.
Gorizia, 01/01/2023

