

The Management of **Motterani Gino** has established a Chain of Custody Policy (CoC - Chain of Custody), according to the FSC® standard and appropriate to the purposes of the organization, in accordance with the provisions of point 1.3 FSC-STD-40-004 Version 3.1 (FSC-POL-01-004) and consistent with all other company policies, as well as a quality-environment policy in compliance with the requirements of the UNI EN ISO 9001: 2015 and UNI EN ISO 14001: 2015 standards.

The Mission of **Motterani Gino** consists in creating products that comply with the contractual requirements and correspond to the needs of use of the Customer, guaranteeing a high quality of its products starting from the raw material used.

Motterani Gino has, for this reason, decided to implement a Chain of Custody Management System (or Chain of Custody, in short CoC), guaranteeing its customers the creation of products made from FSC® certified materials.

To this end, the company's commitment is aimed at:

- Comply with the procedures of the CoC management system;
- Check the certification of the raw materials (mainly paper and cardboard) purchased and their suppliers;
- Ensure the necessary resources to develop the activities envisaged in the CoC management system effectively, ensuring adequate responsibilities, authority and skills;
- Train the personnel directly involved in the Chain of Custody System and in particular the personnel interested in the management of supplies;
- Suspend the sale if the product does not comply with the requirements of the standard applicable to the company as defined in the Chain of Custody System Manual;
- Use the promotional panel only in association with products that have the minimum characteristics required by FSC-STD-40-004® V3.1;
- Ensure compliance with all commitments relating to social, health and safety requirements at work.

Motterani Gino also declares, under his responsibility, not to be directly or indirectly involved in activities:

- illegal collection, cutting or trade of wood and products of forest origin;
- involving the violation of local traditions and human rights in relation to forestry activities;
- that cause the destruction of environments of high conservation value in relation to forestry activities;

- the conversion of significant natural forest areas into plantations or other systems for non-forestry use;
- the introduction of genetically modified organisms in relation to forestry activities;
- which result in the violation of the Heart Conventions established by the ILO (International Labour Organisation) of the "Declaration on Fundamental Rights and Principles at Work" of 1998.

Motterani undertakes to comply with the requirements of ASI the national policies mandatory in the respective export countries.

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Finally, Motterani declares, under his responsibility, to comply with the following requirements on fundamental labour rights:

- There is no use of child labour;
- Workers under 15 years of age, or below the minimum age established by national or local laws or regulations, are not employed: according to Italian national law the minimum working age is set at 16 years and in any case not before having fulfilled the school obligations;
- No person under the age of 18 shall be employed in hazardous or heavy work, except in cases for training purposes within the framework of approved national laws and regulations;
- The worst forms of child labour are prohibited;
- All forms of forced and compulsory labour are abolished;
- Employment relationships are voluntary and based on mutual consent, without the threat of punishment
- The use of forced or compulsory labour is prohibited, including, but not limited to, the following practices such as physical and sexual violence, tied labour, withholding salary/including payment of employment fees and or payment of a deposit to start work, restriction on mobility/movement, retention of passport and identity documents, threats of denunciation to the authorities;

- No discrimination in employment and occupation shall be applied
- Employment and professional practices are non-discriminatory
- Freedom of association and the effective right to collective bargaining shall be respected
- Workers are able to join workers' organisations of their choice or to found new ones
- It respects the full freedom of workers' organizations to draft their constitutions and rules.
- The rights of workers to engage in legal activities related to the establishment, membership or support of a workers' organization, or to refrain from doing so, are respected, and will not discriminate against or punish workers for exercising these rights.
- Negotiate with legally established workers' organizations and/or their representatives, in good faith and with the utmost commitment to reach a collective bargaining agreement
- Where they exist, collective labour agreements are enforced.

Motterani undertakes to verify that its suppliers and subcontractors comply with paragraph 7 of the FSC-STD-40-004 Version 3.1, requesting a copy of their appropriate statement and a copy of the self-assessment carried out annually.

In line with the company guidelines aimed at achieving an effective and efficient organization able to meet the needs of the interested parties involved, moreover, our company has adopted, maintains and researches the continuous improvement of its *System for the management of quality-environment of work processes* allowing us to:

- **Identify and monitor** current and future needs and **meet** the expectations of customers and stakeholders;
- **Identify and monitor** possible business risks as well as opportunities for development and improvement;
- **Ensure:**
 - constant training to all internal and external collaborators according to their specific tasks;
 - the wider and more frequent involvement of all internal and external collaborators as a fundamental prerequisite for the continuous improvement of the organization and service;
 - **the daily research to perfect the management tool adopted in order to effectively achieve this involvement and contribute to the improvement of the product and service requested;**
 - that in the context of these activities, as in any working moment, ideas and improvement proposals must be encouraged;
 - the pursuit of "**Quality is to do the right things well from the first time**" even if it involves a greater initial commitment, as it would lead us to a reduction in corrections over time, monitoring of waste, quantification of the costs of non-quality.

- that the administrator, starting from the needs of the Customer and those of the market, can annually define a Business Improvement Plan also with a view to reducing environmental impacts, specifying the corporate and individual objectives that each Manager, on the basis of what is indicated and as far as his competence, develops and completes.

The Management also considers it of fundamental importance to ensure:

- attention to the enhancement and involvement of staff, for a wide use of current and potential skills;
- that business decisions are made on the timely analysis of reliable data and by the continuous monitoring of the analysis of the business context as well as of possible business risks and / or opportunities;
- flexibility to customer and stakeholder requests;
- **a precise and punctual technical assistance with respect to the latest in the sector and the latest and innovative application technologies;**
- **continuous research and constant selection allow us to offer maximum safety in the choice, thanks to high quality standards, variety of range and reliability of the product;**
- constant attention and prevention towards the protection of health and occupational diseases as well as towards the safety of its workers and collaborators;
- environmental protection and pollution prevention;
- the commitment to comply with applicable legislation and requirements and customer requirements;
- attention in the prevention of emergency situations and the readiness to respond to them, through emergency management simulations.
- awareness that the reduction of waste and the continuous improvement of processes and raw materials is essential to remain competitive;
- setting up mutually beneficial relationships with suppliers;
- involvement of third-party suppliers for environmental protection and respect for safety and health in the workplace.

The leadership of Motterani Gino has been consolidated over the years thanks to continuous investments, professional commitment and the correct and reliable management of business relationships.

The Management