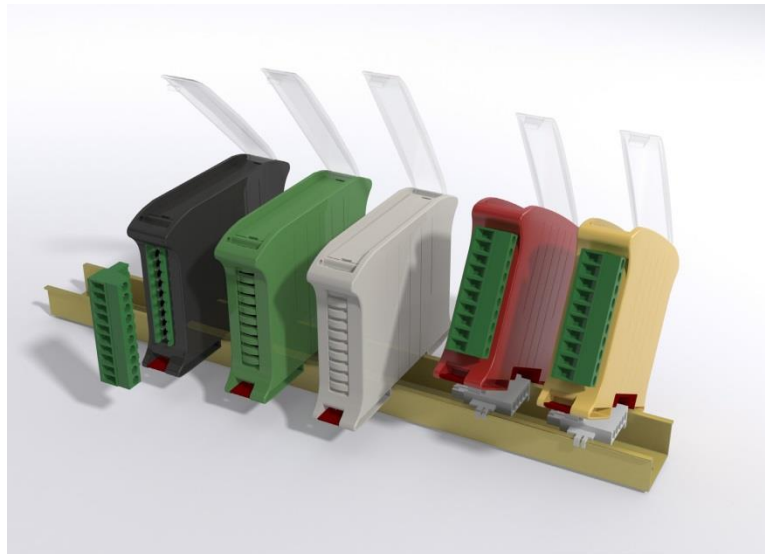


# SOCIAL REPORT



31/07/2014

SUSTAINABILITY REPORT 2013-2014

**ITALTRONIC** FOR SUSTAINABLE DEVELOPMENT



# Summary



**1** Social Report. page 2



**3** Stakeholder. page 7



**5** WORKERS page 9

- Child labor
- Hard and imposed labor
- Health and Safety
- Association freedom and right to collective bargaining
- Discrimination
- Corrective operation
- Working time
- Salary



**7** COMMUNITY page 15



**2** Who we are

Italtronic Page 3

Plastic+ Group Page 4

Company policy Page 5-6



**4** Main economic datas page 8



**6** CUSTOMERS page 14



**8** ENVIRONMENT page 19

**9** MANAGEMENT



SYSTEM page 22

# Social report

SUSTAINABILITY REPORT 2013-2014



## 1 Social report

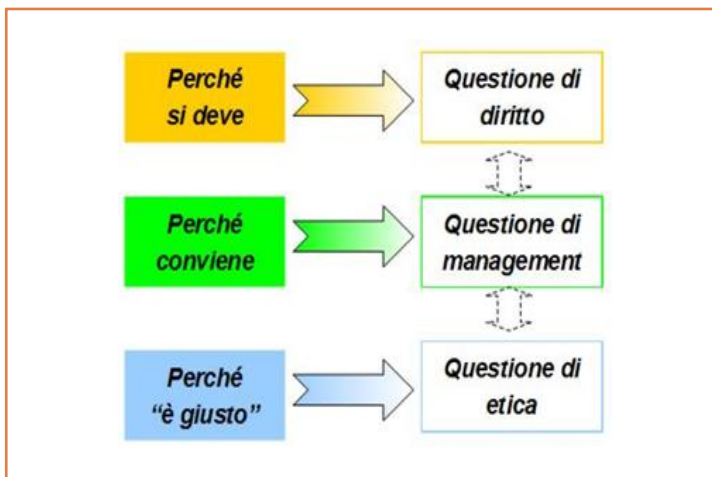
**PLASTIC+ Group** wishing to maintain a constant and transparent communication with all of the involved parties, internal and external, every year from 2006 realizes the Social Report, informing about its policy.

This time for the first year the report relates not only with social responsibility, but also with the environment, complying with sustainable development that is promoted by the company policy of the group, and informing of the actions realized for its stakeholders, referring to our **Integrated Management** system: **Quality - Ethics - Safety - Environment**.

The Social Report displays company real life, duties, activities and organization, programs and goals. All of these respecting our willing to operate following the fundamentals of social responsibility and environment sustainability.

**Italtronic** is certified by "Ente di certificazione Det NorsKe Veritas" for the norms :

- **ISO 9001 since 2004**



- **SA 8000 since 2007**
- **ISO 14001 since July 2014 :**

During 2013 Italtronic overcame the surveyor checks for the renewal for 3 years of the certification SA8000 and for the upkeep of ISO 9001; in July **2014 Italtronic got the environment certification ISO 14001**.

**PLASTIC+ Group**, following this patch, wants to distinguish as a socially useful group of companies, observing a policy oriented to the sustainability of the environment and the

respect of social rights, regarding the entire production process, conforming to the requisites:

- **Child Labor-Hard and Imposed Labor-Health and Safety**
- **Association freedom and right to collective bargaining-Discrimination**
- **Collective operation-Working time-Salary**

A copy of this document has been given to the Workers' Representative recognized by the norm SA8000, and it is available for consultation by the interested parties inside the company.

Social Report is also published on the website of the company [www.italtronic.com](http://www.italtronic.com), Italtronic informed other involved parties and all the stakeholders with a newsletter.

## 2.1 Who we are

**Italtronic srl**, operating in the electronic sector since 1986, designs, produces and sells a wide range of plastic enclosure and accessories for electronic use with DIN rail or wall mounting.



- It offers also a complete service of customization using CNC machining and rapid prototyping, laser, digital and tampon printing.

### ITALTRONIC srl

Via Austria n. 25/D C.A.P. 35127

Zona Industriale - Padova

Telefono 049-8947150 (RA) Fax 049-8947151

e.mail: [vendite@italtronic.com](mailto:vendite@italtronic.com), [export@italtronic.com](mailto:export@italtronic.com)

Codice Fiscale e P. IVA: 025498880280

C.C.I.A.A. 237613 PD

Reg. Imprese Padova 025498880280

Internal design and production processes enable **Italtronic** to satisfy needs of customers in a dynamic and flexible way. Thanks to the sister company **Plastic Planet, part of Plastic + Group**, it can rely on 13 injector machines for a total of 550 tons, working 24 hours per day, 6 days per week. The company is then able to satisfy the market requests, depending on the urgency degree.



### PRODUCTS ARE DIVIDED INTO THE FOLLOWING 10 LINES

- INCABOX e INCABOX XT
- MODULBOX , MODULBOX XT E XTS
- MODULBOX XT , PLC E COMPACT
- RAILBOX
- GUIDEBOX
- SUPPORT E SUPPORT XT
- THERMO
- CBOX RESIN E GUIDE
- TERMINAL
- I-TOUCH e I-GLASS

THE CATALOGUE IS  
AVAILABLE ON THE  
WEBSITE

[www.italtronic.com](http://www.italtronic.com)

## 2 2 PLASTIC+ GROUP introduction



The group “**PLASTIC+ GROUP**” was born in 2001, gathering the brands :

**Eterno Ivica srl - Italtronic srl - Plastic Planet srl.**

Three dynamic entities with one mission: to develop ideas for the market, checking all of the processed, from design and customization to sale, in a way to ensure quality, assistance, exclusive relationship with the customer.

Production plant of **Plastic+ Group** takes up a total surface of more than 10.000 squared meters, of which 7.000 are indoor, divided into three production units that are interconnected, with laboratories for testing and internal designing areas. This was made to gather ideas together and build success.



S

Since 2003 the companies of **Plastic+ Group** moved to Via Austria n. 25, in the new industrial area located in the South of Padova. It is easy to access this area thanks to the highways A4 MI-VE and A13 PD-BO exit "Padova Zona Industriale" and following the signs for the **Plastic+ Group**.



Today we can write the company mission in this way:

- give to those who work in the sector of buildings and electronics the competence and experience collected in the field of plastic materials, in a way to supply products that are technically excellent in their specific market segments, respecting ethic values, the environment and the workers' health and safety.

## 2.3 Company policy

Plastic+ Group, in order to supply a specific service to workers and all the other involved parties, together with constant increasing of company results, chose the goal to pursuit with strenght the development of the Group, to reach the maximum quality level in all of the areas and factors involved.

### Men, Process, Product, Service and Organization

The leader concept of our company policy is:

*Company Quality =*

- full satisfaction of the customers and the other parties involved, i.e. active understanding of their needs
- adequacy of machineries and human resources available
- respect of environment, ethic values, health and safety at the workplace
- prevention of accidents and diseases
- ensure a constant commitment in the prevention of pollution and in the continuous improvement of environmental factors such as: saving energetic and natural resources, correct wastes collection and recycle, constant monitoring of the emittions in the atmosphere
- guarantee formed and equipped workers, enabled to promptly intervene in case of emergencies such as fire and spills

For this reason the «GRUPPO PLASTIC+» believes in the importance of the concept

**Qualiy - Price - Service - Care : of the nvironment, Health and Safety and Human rights.**

Quality and reliability of products of «GRUPPO PLASTIC+» are a result of a company process which is controled in each single phase.



The most important elements in order to achieve the above goals are:

a) **considering your workers as a precious resource:**

- ✓ Stimulating employees' professional growth by training courses, respecting their human and moral value and protecting their health and safety by preventing injuries and work-related diseases;
- ✓ Involving employees so that it is clear that the Health and Safety in the workplace concerns the whole company organization, from the Employer to each worker, each of them in accordance with their tasks and competences.
- ✓ Involving employees in the environmental protection so that they are aware of the correct behavior to be applied in the disposal of waste, in the consumption of resources and in the use of dangerous substances also in emergency situations.

a) **Considering suppliers as strategic partners:**

- ✓ For the careful choice of materials;
- ✓ For the constant quality improvement of the final product;
- ✓ As concerns the respect of ethical behaviors, health and safety and the environment;
- ✓ Considering customers as a fundamental component for the quality of product and service by constantly seeking their satisfaction also when concerning social accountability and the environment;
- ✓ Considering the Community as an important factor for working properly
- ✓ Respecting the environment;
- ✓ Following applicable laws, contracts, agreements and other provisions;
- ✓ Committing to improve socially and protecting the health and safety in the workplace;

b) **Guaranteeing constant monitoring and the improvement of the corporate Integrated Management System**, defining the targets for improvement and checking their achievement;

c) **Guaranteeing compliance with the requirements** relevant to child labor, forced or compulsory work, health and safety, freedom of association and the right to collective bargaining, discrimination, disciplinary practices, working hours, pay and ethic code.

The essential conditions to achieve this result are as follows:

- Clear definition of the role of each company department;
- High professionalism of each employee;
- High reliability of materials and equipment;
- "environment", which means positive human relationships that stimulate the employees to carry out their tasks with the aim of satisfying company requirements relevant to quality;
- Inspiring all relationships to the fundamental principles of **RESPECT – SYMPATHY – HUMBLENESS – FRIENDLINESS - HONESTY**
- Learning a work philosophy based on the concept of working together as a team in order to:

*Plastic+ Group guarantees the documentation, implementation, preservation and efficient communication of the obtained results of its Integrated Company Management System, complying with UNI EN ISO 9001 - SA 8000 - OHSAS 18001-D.Lgs. 81/08- UNI EN ISO 14001 regulations to all their personnel and stakeholders.*

**The Integrated Management System is certified to the UNI EN ISO 9001 , UNI EN ISO 14001 and SA 8000 regulations.**

The corporate policy is focused on protecting the rights of workers and the environment and on implementing and promoting responsibility in all of the company departments for ethical values, the prevention and protection of Health and Safety in the workplace and the Environment.



### 3 Stakeholder

Following are the stakeholders identified by Plastic+ Group in order to verify the capability to meet the needs and requirements of all of them through an open, transparent dialogue based on mutual trust.

- Human Resources;
- Partners;
- Customers;
- Suppliers;
- Financial Institutes;
- Civil community;
- Public Administration;
- Environment.

This SA8000 social audit is drawn to meet the systemic requirements of the management review and of external communications and it is the result of the participation of social partners to the implementation of the social accountability system.





## 4 Main economic datas

“net increasing with respect to 2012.....  
+ 1,77%”

### INCOME STATEMENT OF THE GROUP

Euro x 1000	2013	2012
<b>Revenues</b>	<b>4.466</b>	<b>4.026</b>
<i>Inventory variation</i>	<b>149</b>	<b>-1</b>
<b>Other incomes</b>	<b>18</b>	<b>16</b>
<b>Production Costs</b>	<b>3.083</b>	<b>2.645</b>
<b>Human Resources</b>	<b>1.131</b>	<b>1.028</b>
<b>Proventi e oneri finanziari</b>	<b>42</b>	<b>25</b>
<b>Proventi e oneri straord.</b>	<b>-2</b>	<b>40</b>
<b>EBIT</b>	<b>459</b>	<b>432</b>
<b>NET PROFIT</b>	<b>287</b>	<b>282</b>

### BALANCE SHEET

<b>Totale Attività</b>	<b>4.047</b>	<b>3.777</b>
<i>Patrimonio netto</i>	<b>2.666</b>	<b>2.578</b>

Despite the economic situation, 2013 results highlight the continuous trend of Italtronic to improvements.

Especially in 2013 Italtronic invested in the reasearch of new plastic materials omologated with



The investment for materials omologated with UL allows us to supply to our customers a product with some added value, giving them the possibility to get the UL SAFETY certification needed to access worldwide market.

The Yellow Card guarantees quality to our products, for which Italtronic makes tests on raw material, during all of the production processes, and

on the finished product.

### Environmental Investments.

**Italtronic** continues to pay attention to the sustainable development aspect of its products, using only plastic materials from RhoHS and REACH Compliant.





# 5 WORKERS



This paragraph describes the situation of **ITALTRONIC** as concerns the application of the requirements of the SA8000 regulation, edition 2008, and specifies the current company situation.



During the Management Review, they checked the 2013 results and defined the objectives for improvement relevant to Social Accountability that would have been achieved in 2014.

## ETERNO IVICA



### CHILD LABOR

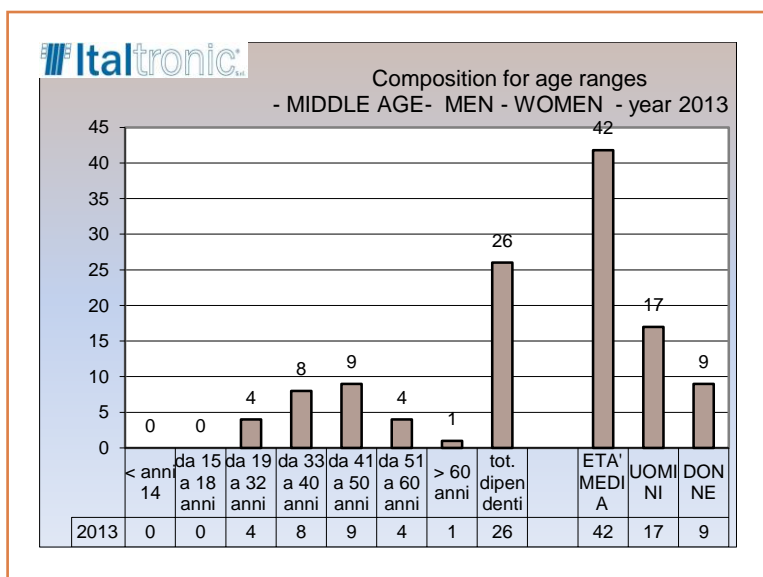
There are no children working in the company, neither young workers, applying definitions of SA8000 norm (from 14 to 18 years of age).

All of the employees are older than 18 years of age. Procedure requested by this regulation is respected.

## ITALTRONIC



## PLASTIC PLANET



## HARD AND IMPOSED LABOR

All of the workers of the company are spontaneously working, none is a threat victim o other intimidations which oblige the, to work.

Workers don't have any company deposit of money or personal belongings such as documents.

Workers, when they are hired, are informed how to tender their resignation, and they receive all the documentation that regards behavioral norms.

## HEALTH AND SAFETY

The Group respect all of the existing norms on this regard, to take care of health and safety of its workers and cleanliness of the workplace.

All of the companies have an updated risk evaluation chart.

For any workplace there are evacuation plans in case of accident or fire; in every company the norms to follow in case of emergencies are public , together with the names of the workers to be contacted in case of every specific emergency.

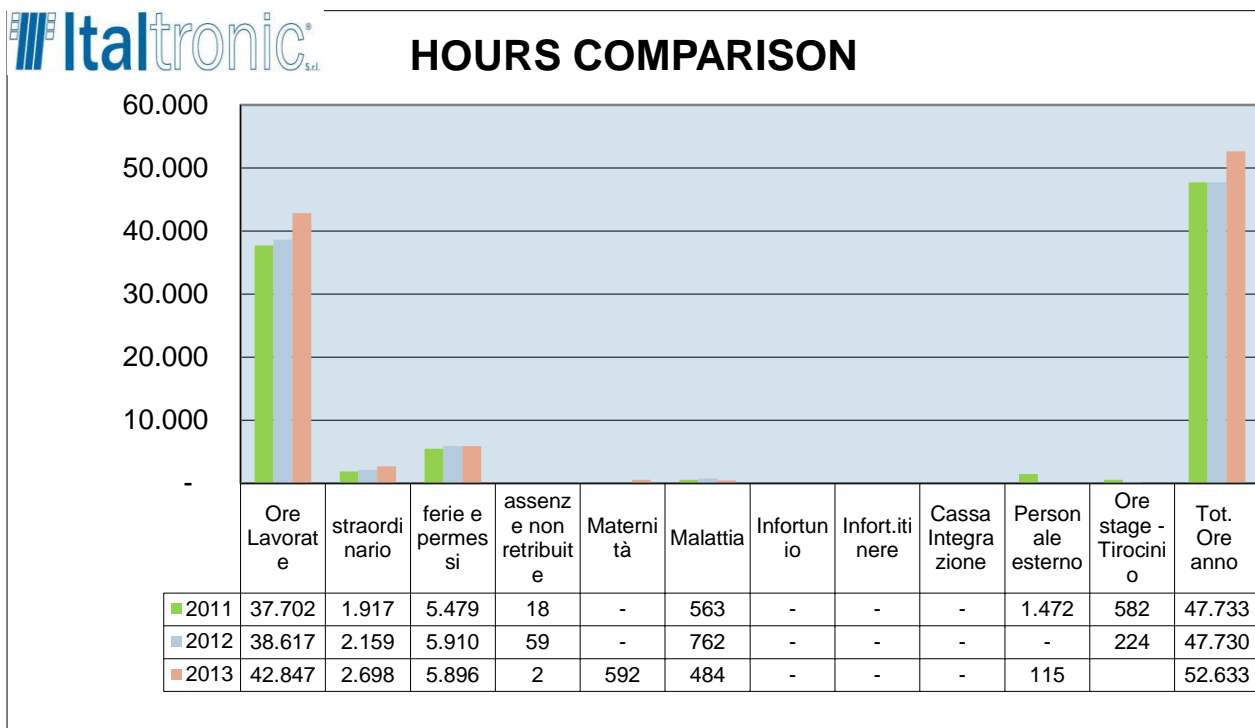
Periodic sanitary checks are made on workers, following the sanitary plan made by the company's doctor.

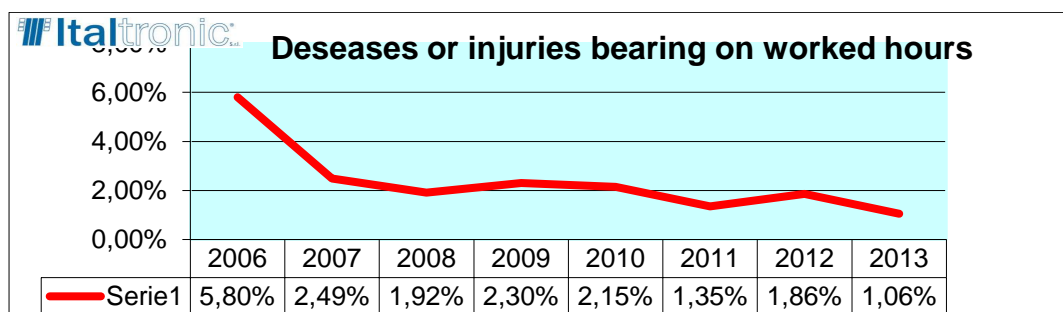
### Results and Goals

The information is given through the workers through the document CIP "Codice Informativo Personale", a guide showing company policy and describes characteristics of the business agreement signed description of the paycheck, internal behavior rules, how to make claims or employees' suggestions, SA8000 norm and the "Ethic Behavior Code".

All of the employees received the booklet "Lavorare bene insieme" (i.e. Work well together) which is a n easy to use guide for workers and for the employer, regarding main rules to be used in the employer-employees relationship.

"The aim is to ensure information to all workers through the constant application of norms and monitoring of indicators"





Absences for diseases or injuries are constantly monitored in all of the companies of the Group; these information are crucial to understand the causes and eliminate them.

There were no injuries at all and the hour of diseases are not caused by work.

Absence hours saw a decrease of 0,8 % with respect to year 2012.

### **INVESTMENTS MADE FOR WORKERS' SAFETY DURING 2013**

During 2013, 370,5 hours were used to train workers regarding health and safety:

- **Plastic Planet** hours **107,5**
- **Italtronic** hours **161**
- **Eterno ivica** hours **102**

**To improve prevention, health and safety of workers, the following actions were taken during 2013:**

- refreshing system installed in Plastic Planet;
- lights were improved, both inside and outside, in Plastic Planet;
- horizontal safety signs were improved in all the plant;
- srech summer clothes were given to production workers;
- safety of a mold was improved by installing a protection net and a robot;
- Trainings for noise, vibrations and electromagnetics were given to all of the workers of the Group.

### **2014 GOALS**

- **trainings for safety of the firefighter teams**
- **update of the general document for risk evaluation**
- **risk analysis regarding work stress**
- **overload analysis for stock and productin departments**
- **evaluation of a new stock system for molds in Plastic Planet, making the first level highr in a way to put molds on the ground and inserts on the first level**
- **find a method to inform the person responsible regarding any visit made by customers or suppliers in the production area**
- **evaluation of sound barriers in the machining department in Italtronic**
- **evaluation of the purchase of new machines for the CNC department in Italtronic**

## ASSOCIATION FREEDOM AND RIGHT TO COLLECTIVE BARGAINING

The company respects the right for workers to apply at a trade union they prefer, and the right to collective bargaining, respecting national norms and agreements.

All employees are free to communicate with other members of the union in the workplace provided that the provisions for the access and safety of these areas are followed.

Anyway, the workers of the three companies don't take part of any trade union.

**Employees' representatives have been informed that if they request, the company would offer its rooms and spaces in case they need them to meet with the members of their trade union.**

## DISCRIMINATION

**Plastic+ Group** does not discriminate workers and it guarantees equal opportunities to all employees and does not interfere nor permit any interference with their private lives.

Only in PLASTIC PLANET there are no women employed because of the specific job requested, and 50% of workers' nationalities are from abroad, from many countries out of Europe, who are normally integrated in the environment and can understand and speak Italian language in an autonomously.

**Il Gruppo Plastic+** takes inspiration from the ETHic Behavioral Code and do not use any kind of duress, neither

## CORRECTIVE OPERATION

physic, corporal nor mental, verbal offenses or other forms offending personal dignity of any employee or collaborator.

## WORKING TIME



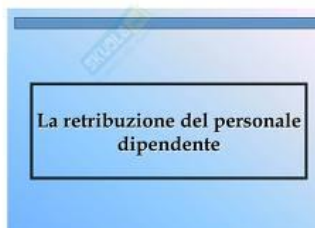
Lifetime of activities are fixed, as it's written in the contract, at 40 hours on a week bases, with a maximum of 12 hours of overtime.

Eterno Ivica works on 1 shift, **Italtronic** on 2 shifts in CNC and tampon printing departments and Plastic Planet on 3 shifts.

Overtime is freely accepted by workers according to the company's needs.

At the moment there are no claims for overtime imposed to workers.

## SALARIES



Salaries are in line with the document "Contratto Collettivo Nazionale Metalmeccanici Industria".

## Attività 2013:

- Workers are aknowledge with contractual and remunerative adeguate levels , adeguate to their role and position
- For all of the workers, depending on their contract, there are incentivizing bonuses, if they reach their goals, following the system: Management by Objectives (MbO)
- During 2013 bonuses for gasoline were given to all employees
- As during previous years, there is the possibility for everybody to use the internal gym



Contacts types year 2013	Nr.
Open ended contract - full time	21
Open ended contract - part time	1
Fixed term contract	2
Apprentice	2
TOTAL internal human resources	26
Temporary work contract	0

## 2014 GOALS

- *Continuously check if the contract level of each worker really corresponds to the tasks done. In case of new hiring, check if the contract level of the new employee corresponds to tasks that he will really do.*
- *MBO method was introduced in 2009 and it is going through a natural improving process year by year. The company decides to continue to use this method to assign bonuses.*



## 6 CUSTOMERS



### OUR GOAL, TODAY, IS TO GIVE OUR KNOWLEDGE AND EXPERIENCE TO THE CUSTOMERS

**Italtronic** has a structure able to supply all the parts of Italy and most of the countries of Europe and the rest of the world.

### SALES NET

- In Italy : 6 distributors and 12 agents
- Worldwide : more than 28 exclusive distributors



During 2013 a new service was added to our website:

In this section **TECHNICAL CUSTOMER CARE**, it is possible to download:

- products' technical drawings
- UL datasheet for raw material
- subscribe to our **Newsletter dedicated to technical matters**. Subscribed customers will be informed regarding all changes that would be done on our products and will be able to receive directly important technical communications.

### 2014 Goals

- **New website, already started at the moment, almost ready for publish.**
- **New catalogue.**



## 7 COMMUNITY

### PLASTIC + GROUP social involvement

#### Project: "Costruire il futuro, insieme"

During **2013** another important building was inaugurated in **St. Maximilian** school context in **Dar es Salaam in Tanzania**. The first project in the same context was inaugurated during June 2011.



The inauguration ceremony took place on the 27th of July the 2013, together with del Nuncio for Tanzania Archbishop Francisco Montecillo Padilla, the Director of the school Fr. Christopher Cieslikiewicz and the Favero family.



#### *Inauguration official ceremony of the 2° school in 2013*

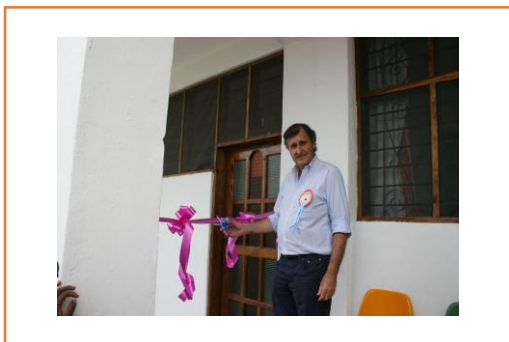
It is the secondary school, that will be attended by students from 13 to 18 years of age, after they finish the studies in the primary school. This one will be a school for professional introduction, that with its traditional aulas and laboratories will be able to host around 300 students.



More than a thousand families and kids participated to the party.



## Official inauguration ceremony of the 1st school in 2011 in Tanzania



**Education Center  
St. Maximilian Kolbe  
in Dar es Salaam, Tanzania**



## DONATIONS TO SOCIALLY INVOLVED PROJECTS

Plastic+ Group participated during **2013** to different projects, such as:

- € 750 to the association **“Isola che c’è”** Pediatric Hospice
- € 1.500 to the association **“Alta Via”** by Enrico **“Cappellari”**
- € 1.500 to the parish choral group **S. Antonio.**
- € 750 to the association **“I.O.V.” ONCOLOGICAL INSTITUTE OF VENETO**

Also the employees, personally, for the second consecutive year decided to donate €145 to the foundation **“Città della Speranza” of Padova** for the renewal of the research center for pediatric cancer.

## MEETING WITH PADOVA BISHOP MONSIGNOR ANTONIO MATTIAZZO

The 30th of April 2014, in occasion of the Workers Day of 1st of May, Plastic + Group was honored to meet Mons. Antonio Mattiazzo .

Mons. Mattiazzo was received by the General Manager Mr. Favero Gabriele and his wife Doc. Falconi Paola.



Monsignor Mattiazzo visited the employers in their workplace.





The Bishop at the end met all the employees in the meeting room and gave them his blessing.

**The Bishop underlined that «Work always has to be embraced with its own dignity and the dignity of people; then we cannot forget about core values of loyalty and respect, because everyone needs to make progresses, regarding the pursuit of commonweal.»**





# 8

## ENVIRONMENT



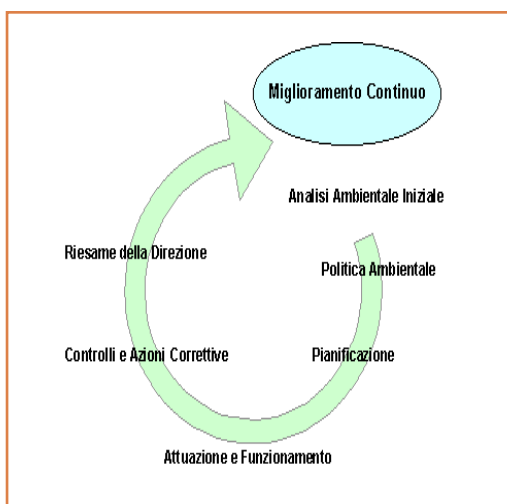
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**Plastic+ Group** policy has always been oriented to attention to the environment, and during 2013 **ITALTRONIC** and the other companies of the group completed the process in the integrated management system for quality, safety, social responsibility, with management of the environment referring to **ISO 14001 norm** and in **July 2014** it obtained the certification with the agency **Det Norske Veritas**.

Through the initial environmental analysis, the position of the Group has been established with respect to the environment, in a way to consider all the consequences of our actions on the environment in which we live.



For each of the environmental aspects different impacts have been evaluated taking into consideration the three conditions Normal, Not Normal and Emergency, and following environmental an ENVIRONMENTAL PROGRAM has been established defining all of the aspects that are important for the sustainability of the territory, goals with their timings, with actions programmed following the logic of continuous improvement.



All of the societies of the Group make attention specifically on the garbage recycling, that are given to a specific company for their dissipation.

The Environmental Program takes into consideration significant factors that affect the environment:



## Social report

Environmental aspects	Environmental policy principles	Goals	Indicators	Timing/Arrivals	Actions
All of the aspects	<a href="#">Grant environmental caring</a>	<b>Obtain certification UNI EN ISO 14001:2004</b>	Norm certification	Before the end of 2014  Overcome stage audit 1 and stage 2 di parte terza	Sensibilizzare tutto il personale tramite formazione adeguata
Electricity consumptions	<a href="#">Energy saving policy</a>	<b>Check and reduce electricity consumption</b>	Incid. % consumption KW over income  Year 2013  <b>PlasticPlanet</b> 62,23% <b>Italtronic</b> = 4,65% <b>Eterno ivica</b> = 1,13%	5 years/  Reduce electricity consumption of the Group, in particular reduce consumption of KW Plastic Planet by 10%	1) check and plan an energy audit and the preparation of an investment/intervention plan, short and medium term, to reduce consumption of electricity in Plastic Planet  2) sensitize all the workers of the Group to switch of the lights when they are not necessary
Garbage production	<a href="#">Garbage management and pollution prevention</a>	<b>Check and improve the collection of NON dangerous wastes</b>	% increasing of the non dangerous special garbage collection over income su fatturato  <b>Incid.% over income 2013:</b>  <b>Plastic Planet</b> 0,097% <b>Italtronic</b> = 0,23% <b>Eterno ivica</b> = ,071%	3 years/  Total increasing by 50% of collection of paper and plastic with respect to year 2013  Plan:  <b>during 2014: 30%</b> <b>during 2015: 40%</b> <b>during 2016: 50%</b>	1) sensitize workers of the production area to divide plastic and paper wastes  2) Buy baskets for paper collection to be done also in the offices  3) make a special training regarding garbage collection
Wastes production	<a href="#">Garbage management and pollution prevention</a>	<b>Check and order temporary deposit of dangerous wastes</b>	Nr. Observations and NC	Improve cleanliness of the temporary deposit of wastes in Plastic Planet	1) sensitize workers to maintain the temporary deposit for dangerous wastes tidy and clean, and to advise regarding the status of the stickers to identify different garbage types  2) buy and install a pump over the collection tank to guide the spilling of oil and of the emulsion water-oil in the dedicated tank to avoid spreading  3) improve roofing of the wastes deposit with the installation of a waterproof curtain on the sides to protect the site from rain  4) plan an analysis of the catch basins around wastes area in Plastic Planet
Spillings	<a href="#">Pollution prevention</a>	<b>Check cleanliness of the service area and of catch basins in Eterno Ivica, Italtronic, Plastic Planet</b>	Nr. Observations and NC	Make catch basins area tidy and clean	1) plan cleaning interventions for the floor and for the catch basin, in case the analysis for environmental control would result negative for the following aspects:  - spilling evidences on the floor and on catch basins  - dust on the service area  - catch basins obstruction  2) buy covers to be put on drains for meteoric waters in Plastic Planet.

During the 1st semester of 2014 the following actions have been taken:

- certification obtained in July 2014 given by DNV for the norm ISO 14001
- monthly environment monitoring done
- the pump over Plastic Planet tank was installed



- On the 21.03.2014 every worker took place in a training for garbage collection on norm ISO 14001:2014
- Every worker was given the document: **“Le buone abitudini per il risparmio energetico in ufficio”**
- A basket was put in every office with the ticket CER 20.01.01(paper).
- A summarizing file was put in the common files IG28 **“Raccolta differenziata rifiuti”**



## 9 MANAGEMENT SYSTEM

### MANAGEMENT SYSTEM

**Il Sistema di Gestione Integrato è certificato dall'ente Det Norske Veritas per le norme ISO 9001, SA8000 e ISO 14001 .**

The organization during 2013 achieved the following points :

- maintaining check for ISO 9001;
- renovation of the document for the SA800 (checked every 3 years) and semestral checks ;
- During 2013 the environmental system ISO 14001 was completed for all of the three companies of Plastic+ Group, during July **2014 Plastic+ Group obtained the environmental certification ISO 14001 from the agency DNV.**

The evolution of the integrated management system was done by updating and creating new procedures for safety and for management of wastes.

Workers' representatives for SA8000 and the administration representatives for IL SGS participated to the periodic meeting regarding safety, to talk about problems affecting company's safety, with the members of service and protection: RSP - Doctor - RLS – Consulting and they actively participated to the analysis of the social responsibility management system (SGSSA8000) and on health and safety (SGS).

A copy of this analysis was given to RLSA8000 to allow workers to read it and use it.

Social reports were published on our website and given also to the representatives of workers.

All of the stakeholders were informed regarding the new release of the social report, via newsletter to their personal email address.

### INTEGRATED MANAGEMENT SYSTEM STRUCTURE

The companies of the Group have adopted an Integrated Management System that includes the management of Quality, Social Accountability , Safety and Environment.

The Integrated Management System is managed by a number of documents that include the following:

- **the Manual of the Integrated Management System** that describes the System, the activities applied for the implementation of company policy and the division of roles and responsibilities in accordance with the reference regulation;

- **procedures**, processed to provide a detailed description of the way that activities should be performed in order to comply with the **ISO 9001, SA 8000, OHSAS 18001 , ISO 14001, D.Lgs 81/08 art.30;**

- **instructions**, established to provide a detailed description of the way in which a specific aspect of an activity should be performed;
- a **register of the regulations**, prepared in order to identify, document and guarantee an easy consultation of international and national provisions that concerns the requirements of the reference regulations;
- **the records** that prove that the System is working and managed properly.

**Training plans** have been provided for upgrading the safety training for all workers with reference to Law nr. 81/08 and the State-Regions Agreement for new employed or temporary staff, through courses conducted both internally and externally on Health and Safety issues in the workplace and awareness to the SA8000.

Within the Social Accountability System, to check that the activities meet the established requirements, **ITALTRONIC** performs monitoring and measuring activities to guarantee that the Management System for Social Accountability complies with the requirements of the **SA8000** regulation.

As concerns monitoring the suppliers, the activity is carried out by applying a specific procedure. The application of this procedure also foresees the periodical assessment of the suppliers with special attention to critical ones.

The Management periodically re-examines the Social Accountability Policy as concerns the following:

- suitability,
- and efficacy.

On the occasion that the efficiency of the Corporate Procedures is assessed, as well as the opportunity of modifying and improving the targets, the Policy of Social Accountability and the Management System and new targets will be defined.

Through procedures, the Company has established the methods for selecting and qualifying suppliers/sub-suppliers on the basis of their capabilities to meet the requirements of the SA8000 regulation.

By informing them about the procedures that the company applies for Social Accountability, suppliers were asked for conforming to these requirements by completing a questionnaire of self-assessment and by being willing to be audited.

**Personnel can write complaints or suggestions, even in anonymous form, regarding the causes of non-conformity concerning the application of the SA8000 regulation.**

The methods to forward the claims are available to all personnel by applying a proper Procedure.

**The data and information contained in this Social Audit SA8000 are diffused with the aim to inform the Stakeholders about the company and to ask for suggestions and comments in order to constantly improve the Company's Social Accountability.**

<b>Demand: Quality Management</b>	<b>Approval: General Administration</b>	<b>Date</b>	<b>Year</b>
Zanella Alessandra	Favero Gabriele	31.07.2014	2013-2014