



with
Yogi[®]



COMPANY POLICY

Revision n°	Date	Justification
00	15/02/2022	First issue
01	18/05/2022	New realization
02	04/04/2023	New realization
03	19/03/2024	New realization
04	12/03/2025	New release
05	11/09/2025	New release

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, Environment & Energy 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 to assess its effective and continuous validity and updated as needed. Each new version cancels and replaces the previous ones.

Revenue & Growth

The objective of TeaPak 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 its stakeholders. For this very reason, the company has always relied on its founding values as levers to guide its growth and to be an inspiration, a reference model for an economy increasingly attentive to social and environmental issues, going beyond the mere purpose of profit.

TeaPak undertakes to spread a culture and a philosophy linked to a concept of extended well-being, to promote a healthy lifestyle and one inspired by harmony, both inner and towards colleagues and the community.

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.

The Management has decided to equip its organization with a **Quality Management System** and a **Health, Occupational Safety, Environment and Energy 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 implementation of measures to prevent any form of environmental pollution in accordance with respects the requirements of Legislative Decree 152/2006.

4. Maintenance of an Integrated Management System in line with the standards:
 - a. UNI EN ISO 45001:2023 "Occupational health and safety management systems";
 - b. UNI ISO 45003:2021 "Psychosocial risk management systems".
 - c. UNI EN ISO 14001:2015 "Environmental management systems".
 - d. UNI CEI EN ISO 50001:2018 "Energy management systems"

to understand and meet the needs and expectations of workers, the environment and other interested parties, laying its foundations on the scope of application as well as the company's core business (activities of blending and packaging of tea and other organic infusion preparations).

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

The company has also voluntarily adopted the Organizational Model Legislative Decree 231/01, aimed at mitigating the risks deriving from offenses committed by its employees or collaborators also in matters of occupational health and safety, environment, and computer crime. This model is intended to be a safeguard for all stakeholders, and a further guarantee of how the company operates in complete transparency and legality, in the protection of the interest of the community.

Health, Safety, Environment & Energy Management System (HSE&E)

The company's approach is to guarantee safe and healthy working conditions, improve processes, technologies and working methods, prevent accidents and the onset of occupational diseases, promote psychosocial well-being, manage non-conformities to identify corrective actions aimed at company improvement. Other predominant factors for the company are the continuous analysis of risks related to the management of natural, human and technological emergencies through a systematic examination of incident scenarios and of the behaviors to be adopted in responses to different emergency situations, and the continuous improvement of energy performance.

For this reason, all responsibilities and authorities for the roles pertinent 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, Environment & Energy Management System, there exists an internal reporting process (reporting of accidents, near misses, potentially dangerous situations, improvements, incident, complaint, food safety, green, Doing Good and discrimination reporting) that involves the entire organization, and furthermore departmental, team-leader, Directors and project meetings are organized periodically.

Based on what has been stated, the company periodically defines in the Management Review improvement objectives in terms of Health, Occupational Safety, Environment & Energy:

- Use measurement tools to verify the culture on Health, Occupational Safety, Environment & Energy to identify awareness actions regarding the above-mentioned topics.
- Collaborate with Competent Authorities and promote projects to improve the well-being and health including the promotion of the sustainable mobility for home-to-work travel.
- Identify and improve safeguard solutions for workers in terms of health and safety in the workplace to improve employment performance and company well-being.
- Identify and improve safeguard solutions for workers in terms of prevention and protection from psychosocial risks in the workplace, aimed at the global wellbeing of every individual.
- Identify actions aimed to improve the environmental performance involving also indirect aspects related to the supplier's management being oriented toward circular economic concepts.
- Verify the possibility of improving environmental performance in terms of energy efficiency and waste management with the aim of reducing our environmental impact.
- Organizational analysis and mapping of the main process of Facility & HSE Dept. to review the key components of its organization and identify opportunities for improvement, map work design, resource engagement, delegations' distribution, governance system and develop an action plan to improve performance.

Operational Excellence

TeaPak undertakes to define company and departmental objectives, achievable through the monitoring of key performance indicators and the support of materials, tools and processes, and guarantees all the necessary resources to pursue continuous improvement, including the implementation of strategic projects. Such objectives are summarized in the annexes “ATT_SSLAE09.03.02 - Tabella degli obiettivi HSE” and “ATT1.1.08 - Obiettivi sicurezza alimentare & CSA”, available for consultation and intended as an integral part of this document.

TeaPak is aware that to achieve excellent operational results, it is essential to promote awareness among its employees through the culture of food safety, that is, that set of behaviours and values that testify to the importance of product safety and encourage employees' confidence in the product safety systems, processes and procedures used within the plant.

Culture & People

All employees are responsible for operating to guarantee a finished product that is safe, wholesome and of high quality, acting to ensure their own safety and that of colleagues and minimizing possible negative effects on the environment. In order for this to happen, TeaPak undertakes to offer continuous training to its employees in matters of quality, health, occupational safety and environment, also making use of the support of external professionals, with the aim of increasing their competence and making each worker aware of the risks connected to the activity carried out and of the importance of their role in their correct management.

TeaPak embraces opportunities for growth and promotes personal and collective development paths, fair and free from discrimination, which make processes of inclusion possible and favour freedom of expression. By guaranteeing communication channels between employees and company Management, a culture is created and kept alive aimed at fostering the engagement of individuals towards the company itself.

Sustainability

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

The company supports the development of sustainable agriculture by producing exclusively organic products, pursuant to Regulation (EU) 2018/848, and thus subjecting itself to periodic inspections carried out by I.C.E.A. (Institute for Ethical and Environmental Certification). In addition, the company subjects itself to inspection visits that certify the conformity of its products and processes to the “Rainforest Alliance” standard, where relevant. For the company's philosophy on sustainability to be respected throughout its entire supply chain, TeaPak undertakes to share with the suppliers of goods and services most impactful for its business the “Code of Ethics” and the “Code of Conduct,” as well as the “Best Practices.”

Aware that the concept of Sustainability is articulated not only in the 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 basic rights and services, TeaPak has chosen to commit itself formally towards employees, suppliers and communities, in undertaking a path of sustainable development. The company has converted into a Benefit Corporation starting from the year 2021, demonstrating that it goes beyond the mere logic of profit, and pursuing purposes of common benefit, reporting starting from the year 2021, through an appropriate formal document in line with current regulations, not only its economic impact, but also its social and environmental impact.

The company undertakes to achieve the objective of zero waste, reducing, reusing and recycling materials. Through sustainable and innovative practices, we aim to eliminate landfill disposal and promote a circular economy for a cleaner and more responsible future.

Regarding Energy management, TeaPak undertakes to guarantee the availability of the information and resources necessary to achieve improvement objectives; to support design activities that consider the improvement of energy performance; to promote and support the purchase of energy-efficient products, services and equipment, favoring solutions that contribute to the reduction of environmental impact.

Doing Good

TeaPak strongly believes in the value of solidarity and mutual support, both within the company environment and towards the community, making it one of the pillars of the company management logic. The company organizes numerous solidarity initiatives, promoting the active participation of employees thanks to the presence of dedicated figures called *Doing Good Ambassadors*, spreads through various communication channels the solidarity events present in the area, participates in activities in partnership with other companies and associations, engages in donations and fundraising and aspires to an ever-closer integration between solidarity, well-being and sustainability.

Addendum – Management’s Responsibility

The Management undertakes to guarantee compliance with all mandatory and voluntary regulations and the application of all the procedures developed within this company policy, including the quality policy.

The Management also undertakes to guarantee compliance with the production specifications, requirements and standards developed by Yogi Tea GmbH.

Under the responsibility of the owner of the company, the indications contained in this company policy must be respected by all personnel and by anyone who has relations with the company itself.

Any modification to the information previously shared with the personnel will be promptly communicated.



Ann Shou



Minelle D'Gonzo



Tace Aste

Yogi®

CHOICE
ORGANIC SINCE 1989



with

Yogi®

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

Mail: teapak@yogiproducs.com • P.E.C.: teapak@pec.teapak.com

Website: www.teapak.com

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