Personal Factory

Public

POL Management System Policy

Company Name	Personal Factory
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Version History

Version	Date	Description	Author	Approved by
1	12/23/2024	-- N/A --	Marie-Violaine Thibault	Francesco Vito Tassone
2	February 16, 2026	-- N/A --	Marie Violaine Thibault	Francesco Vito Tassone

Purpose

The organization promotes production and service delivery policies that balance the economic development and value creation needs inherent in its business activities with the need to respect and protect the environment, uphold social responsibility, and ensure information and data security. It is also committed to complying with applicable laws and regulations by fostering a culture of adherence to legal principles.

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Version Description

Compared to the previous version, the main changes are:

- Introduction of an explicit commitment by **top management** to define, implement, and maintain the policy.
- Definition of the policy as a framework for objectives, with a specific reference to the document “PRO Objectives and Planning for Their Achievement.”
- Addition of specific and detailed commitments regarding the environment (protection, pollution prevention) and occupational health and safety (provision of safe working conditions, elimination of hazards).
- Inclusion of a formal commitment to employee consultation and participation, with reference to the “PRO Management of Participation and Consultation” procedure.
- Clarification of the responsibilities of **top management** and the **Integrated Management System Manager (RSGQ+RSGA+RSGSSL)** for the implementation and communication of the policy.
- Formalization of the procedures for documenting, communicating, and disseminating the policy, with references to specific procedures.

Scope

This document defines the policy for the Integrated Management System of Personal Factory S.r.l., in accordance with ISO 9001, ISO 14001, and ISO 45001. The policy establishes the organization’s principles and commitments regarding quality, environmental protection, and occupational health and safety, and applies to all of the company’s processes, activities, and personnel.

Normative References

- ISO 9001
- ISO 14001
- ISO 45001

Terms and Definitions

- **Continuous improvement**: A recurring activity aimed at enhancing performance.
- **Organization**: A person or group of people with defined functions, responsibilities, authority, and relationships to achieve its objectives.
- **Stakeholder**: A person or organization that can influence, be influenced by, or perceive that it is influenced by a decision or activity.

- **Requirement**: A need or expectation that may be explicit, generally implicit, or mandatory.
- **Risk**: The effect of uncertainty.

Roles and Responsibilities

- **Top Management**: Establishes, reviews, and assumes responsibility for the effectiveness of the Policy and the Integrated Management System, ensuring that it supports strategic directions and that the necessary resources are available for its maintenance and improvement.
- **Integrated Management System Manager (RSGQ+RSGA+RSGSSL)**: Supports top management in the implementation, maintenance, and improvement of the Integrated Management System, ensuring that the policy is integrated into business processes and communicated to all levels of the organization.

Commitment and Objectives of the Management System

The **top management** of Personal Factory S.r.l. establishes, implements, and maintains this Policy for the Integrated Management System, ensuring that it is appropriate to the organization's purpose, size, and context, as well as to the nature of its products, services, and impacts. This Policy supports the company's strategic direction and serves as the framework for defining and reviewing objectives for quality, the environment, and occupational health and safety, as detailed in the document "PRO Objectives and Planning for Their Achievement."

Personal Factory S.r.l., which specializes in the sale of semi-finished products for the dry mix sector and related technical support, is committed to upholding the following fundamental principles:

- **Continuous Improvement**: The organization is committed to the continuous improvement of its Integrated Management System to enhance performance in the areas of quality, the environment, and occupational health and safety. This commitment is formalized and monitored through the activities described in the "PRO Management Review" procedure.
- **Compliance with Requirements**: The company is committed to meeting all applicable requirements, including those of its customers, and to fully complying with legal and other obligations relevant to its processes, products, and services.
- **Environmental Protection**: **Top Management** is committed to protecting the environment, including pollution prevention, the sustainable use of resources, and the mitigation of environmental impacts resulting from its activities, in accordance with the "Initial Environmental Analysis."
- **Occupational Health and Safety**: The organization is committed to providing safe and healthy working conditions to prevent work-related injuries and illnesses. **Top Management** assumes responsibility for eliminating hazards and reducing health and safety risks, promoting a safe work environment for all staff.

- **Worker Consultation and Participation**: The company is committed to ensuring the consultation and active participation of workers and their representatives, as governed by the “PRO Participation and Consultation Management” procedure, considering these to be essential elements for the effectiveness of the management system.
- **Risk and Opportunity Analysis**: A risk-based approach is applied to all decision-making and operational processes, as defined in the “PRO Risk Management Procedure,” to identify threats and seize opportunities for improvement.

Implementation and Communication of the Policy

Top Management assumes primary responsibility for the effectiveness of the Integrated Management System and ensures that this policy is understood, applied, and maintained at all levels of the organization.

The Integrated Management System Manager (RSGQ+RSGA+RSGSSL) is responsible for supporting the dissemination of the policy and ensuring its integration into business processes.

The policy:

- Is maintained as documented information, in accordance with the “PRO Procedure for Managing Documented Information.”
- It is communicated to all staff and collaborators to ensure its understanding and implementation.
- It is made available to all relevant stakeholders, including through publication on the company website.

Archiving and Updates

This document is managed as controlled documented information. It is archived in digital format and reviewed periodically—at least annually, or whenever significant changes occur—to ensure its continued suitability and adequacy. Top Management is responsible for updating this document, with the support of the Integrated Management System Manager.

Reference Documents

- PRO Objectives and Planning for Their Achievement
- PRO Management Review
- Initial Environmental Analysis
- PRO Stakeholder Engagement and Consultation Management
- PRO Risk Management Procedure
- PRO Documented Information Management Procedure