

REVISION LIST

Revision	Issue date	Cause
0	05/07/2024	First issue
1		
2		
3		
4		

PREAMBLE

Making a company more sustainable should not only be a requirement asked by the government, suppliers or clients, but it should also be a moral commitment for every individual, applicable both in private and at work.

Through the *Agenda 20-30*, the *Global Compact* and various other important initiatives, the UN is asking every single one of us to become aware of the dangers we are facing for the future and to take immediate action to change the current situation.

No one can be indifferent to the way in which the environment is changing: we have no more time to think, we need to act rapidly.

For this reason, a single company cannot change the world alone, in fact, it is necessary to involve the entire chain of procurement as much as possible. This way it will be possible not only to strengthen the foundation of the business partnerships that have been built through the years, but also to open the horizons to new projects.

Therefore, Tomet invites all its suppliers to sign this document in order to create the foundations for a profitable and ethically respectable collaboration.

Behaving correctly at work reminds us every day that, before being professionals, we are human beings, and we have the responsibility to protect ourselves and support each other for a greater good: the well-being of everyone.

Tomet hopes that every supplier will be available to support us in this process and will commit to respect the guidelines contained in this document, which can be also consulted in our *Code of Ethics* (mod.07-MQ) and our *Environmental Policy* (mod.08-MQ).

As a consequence, Tomet has created a questionnaire for suppliers (please see QS.001 REV00 10.07.2024) and it will be sent to:



- Suppliers who have already a business partnership with TOMET (A-B level):
 - a. A first time in order to define the initial situation
 - b. Annually in order to define implementations
- New suppliers (A-B level)
 - a. During the annual revision of suppliers

The pivotal requirements for the sustainability are the following:

PROTECTION OF PEOPLE AND HUMAN RIGHTS

Tomet Mechanics hopes that its partners will protect the health and well-being (both mental and physical) of their employees, rejecting despicable practices such as exploitation, forced labour, child labour, violence and discrimination that could damage an individual in its integrity.

Moreover, as Tomet wholly complies with the *CCNL* (National Collective Contract of Work), applicable in Italy, all its suppliers shall do the same with their own national obligations and, in any case, those shall not be any different from the standards of the OIL.

JUSTICE, LAW COMPLIANCE AND FIGHT AGAINST CORRUPTION.

Tomet's business partners shall not violate the national and international legislations applicable to their working sector.

They should manage their activities with equity, meritocracy and transparency, protecting the intellectual property and the trade secrets of their partners, employees and collaborators whenever it is necessary.

Every illegal practice linked to terrorist or mobster activities shall be rejected, and the principle of incorruptibility shall always be applicable to all employees and directors. The latter should never be found responsible for any embezzlement, illicit benefit, bribery or any other type of related crimes. The partners shall not commit actions linked to conflicts of interest and unfair commercial practices.

ENVIRONMENT, SAFETY AND SUSTAINABLE PROCUREMENT.



As stated in the guidelines of the *Agenda 20-30* and the UNI ISO 14001 certification, Tommet committed to respecting the environment and all its inhabitants in its *Environmental Policy* (mod 08-MQ).

These pivotal principles shall be taken into account by all business partners through sustainable procurements and practices, and compliance with the related legislations.

All supplies shall come from responsible sources and not from conflict-affected areas ("conflict minerals"). It is of great importance that all the natural resources that are essential for the life of human beings, such as water, clean air and soil, shall be managed paying attention to their preservation and indispensability.

Moreover, all suppliers shall consider the internal norms for the safety of the employees as of primary importance, so that no accident can ever occur. This shall be done through the appropriate amount of hours of training for the personnel involved.

TRANSPARENCY AND FREEDOM OF EXPRESSION.

Each employee shall feel free to state his or her own opinion and shall be given the possibility to make appropriate complaints or join any trade union association. Concerning this context, the suppliers are expected to comply with the most recent regulations on whistleblowing.

The communications and or operations of public interest shall be made through clear and and transparent channels, so that no misunderstandings can occur.

Wherever it will be necessary to protect sensitive data, the suppliers shall act in the most appropriate way in order to avoid information leakage.

MERITOCRACY AND EQUAL OPPORTUNITIES

As indicated in the principles contained in Tommet's *Code of Ethics* (mod 07-MQ), the suppliers must base their paying and hiring systems on meritocracy and not on discriminatory criteria.

Every employee shall be given the possibility to access the chosen job and to have the right career development according to their experience and professional skills.

Every discriminatory criteria based on sexual and religious orientation, ethnicity, political ideas, age, sex and geographical provenience shall be rejected.



CEO
CONCATO ARMANDO

Armando Concato - CEO
TOMET MECHANICS S.R.L.
Via Dell'Artigianato, 7
36070 Castelgomberto (VI)
C.F. e P.IVA 03584330249

