

*Object:* **Annex 1 to the Integrated Management Manual**  
**INTEGRATED POLICY**

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**RECORDING OF AMENDMENTS**

Revision 0 dated December 12, 2023 .....	first emission
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## 1. PREMISE

Cooprogetti has always been sensitive to quality requirements, as evidenced by the fact that the Company has been ISO 9001 certified since 1995. In accordance with its principles of organizational innovation, to ensure self-control Within the legality of all staff, the Directorate decided to implement the organization, management and control under D.Lgs. 8 June 2001, No 231.

The Members' Assembly, as the Society's governing body, looks at the process of improvement as an effective instrument for market penetration and, above all, for increased internal efficiency. In implementation of this strategy, the Board of Directors of the Company recognizes the integrated a valuable and effective governance tool for both market and process corporate. Cooprogetti to make integrated policy a success identifies new employment opportunities and certifies new processes that are consolidated in its interior.

Therefore, maintaining and improving an effective integrated system is a commitment of the Management through the pursuit in the company of objectives and commitments described in the following paragraphs.

## 2. QUALITY POLICY

Cooprogetti has always been sensitive to quality requirements, as evidenced by the fact that the Company has been ISO 9001 certified since 1995.

In this respect, the company undertakes to:

- Increasing presence in the internal and external market, continuing and intensifying promotion so far carried out;
- Create a business culture oriented to continuous improvement, requesting, through instruments, collective participation also in the environmental field with the prevention pollution and health and safety at work;
- development of human resources through training, technical training and the exchange of information and experience in order to raise awareness among staff of their organizational position and role in the fields of environment and safety at work;
- Keep the Integrated System under constant control to ensure its adequacy and effectiveness in complying with applicable legal requirements and other requirements that the organization subscribes, covering its environmental and safety and health aspects in the workplaces;
- To supervise the products supplied to the Customer in order to improve their service by maintaining a high focus on sustainable environmental solutions and, where appropriate, on the health and safety of workers;
- Always have as a fundamental principle the service, impartiality and professional integrity in detecting any problems that arise during the audit and/or the provision of the service, and the necessary measures to do so;
- Carry out reviews, verifications and validations of appropriate processes at all levels of the company that can allow the constant monitoring of all activities carried out at Cooprogetti in the field of organization, environment and safety;

- Explain the formal commitment not to carry out project audits in all cases where situations exist which may be contrary to the requirements of independence and impartiality of the specific verification activities;
- Reassess its business policy at least once a year in the Management Review;
- Communicate its business policy at all levels of the company and abroad through the website itself.

In addition, the Company is constantly customer oriented and evaluates its expectations for continuous improvement of the service created by Cooprogetti. The Directorate shall determine the actions necessary to achieve the above objectives and shall specify for each of them, the responsibilities, the resources allocated, the implementation schedule and tracking mode. The Integrated System Management Manager systematically monitors the status of The Directorate-General for the Environment, Public Health and Consumer Protection, Public Health and Consumer Protection, the Directorate-General for the Environment, Public Health and Consumer Protection. During the revisions of the Integrated System, the Directorate checks the status of the actions and their effectiveness.

### 3. ENVIRONMENTAL POLICY

As for the environment, the company proposes, always within a system of improvement continuous, the following objectives:

- Maintain a constant commitment to identify direct and indirect environmental aspects, such as: energy consumption, paper consumption, vehicle use, waste;
- Maintain constant control and knowledge of Italian and international regulations relating to its environmental aspects, specifying also the individual article, normally highlighted on the work of Cooprogetti;
- Issue the plan when necessary (e.g., change in new legislation) training/information of employed personnel so that they are aware of the its commitments to the implementation of environmental policy.

### 4. ENERGY POLICY

This energy policy is the guide to implement and improve the Management System of energy and reflects the organization's commitment to continuously increase efforts to improve energy efficiency and reduce energy consumption.

The Policy, adapted to the goals that the organization seeks to pursue, is formalized by defining objectives, targets and action plans detailing the modalities set out in be for your application.

The Policy is communicated at all levels of the organization through training/information to understand and share your goals.

The policy is also made available to stakeholders (public, suppliers, other public bodies, territory

companies, etc.) by dissemination on the company's website.

This policy, fully integrated into the culture and spirit underlying the activities the organization's commitment to:

- Keep the Energy Management System active, in accordance with the requirements of UNI CEI EN ISO 50001:2018, aimed at the continuous improvement of energy performance according to the "Plan-Do-Check-Act" methodology;
- Maintain an active role of the Directorate and all members of the Energy Management Team promoting energy efficiency;
- Comply with current and future legal and voluntary requirements.
- Ensure the availability of the information and resources necessary to achieve explicit energy goals and targets in the action plans developed;
- Exercise constant control over the energy impact of each operation, from strategic decisions to operational activities carried out on their own account or through third parties;
- Constantly train and hold staff accountable for responsible and efficient energy use;
- Target purchases towards efficient products and services and raise awareness among suppliers by stating that energy and environmental sustainability as well as economic parameters will be taken into account.
- Support design activities that consider improving energy efficiency

The Energy Management Team will exercise leadership through continuous monitoring of compliance with defined operating instructions. With the conviction that energy responsibilities must be shared with all the the organization is committed to disseminate its policy internally to staff employed or acting on its behalf; and outside, to anyone who requests it. In order to ensure that this policy is always adapted to the business reality, the commit to its periodic review and, where appropriate, its review. The Directorate hopes that each will stick to this policy and set these objectives in own work activities.

## 5. HEALTH AND SAFETY OF WORKERS

As far as the health and safety of workers is concerned, the company proposes, always within a continuous improvement system, the following objectives:

- Maintain a constant effort to identify risk assessment and to improve the conditions of workers by monitoring: accidents, near accidents, occupational diseases, etc.
- Maintain constant control and knowledge of Italian and international regulations relating to health and safety aspects in the workplace;
- Issue annually or, when necessary (for example, change of new regulations), the training/information plan for employees so that they are aware of their commitments to themselves and the safety of others in the workplace.

## 6. BUILDING INFORMATION MODELING POLICY

In accordance with the BIM Policy, Cooprogetti:

- Establish a framework for setting targets and meeting applicable requirements; •Commit to the continuous improvement of the BIM Management System;
- Increase the interaction between all phases strategy (feasibility), design, production (works), operation (operation, maintenance, recovery, disposal or otherwise);
- Promote, along the service supply chain, the development of BIM activities for an integrated and shared process;
- Define and periodically review the BIM Policy, objectives and programs for the Information Modeling Building to evaluate its suitability for continuous system improvement and performance of the BIM management system;
- Periodically monitor the context of the organization in support of its strategic orientations in order to keep under control the risks and opportunities to define appropriate risk mitigation actions and development of opportunities for the protection of the business continuity of the company;
- Empower and improve the knowledge and skills of staff by promoting information and training activities and continuously updating the reference functions involved in the BIM process;
- Define a commitment to file production and management and a nomenclature-oriented interoperability in open schemas
- Establish a continuous commitment to the work (BIM to field).
- Communicate and make available the BIM Policy, so that it is understood and applied to the internal of the organization, expressing the commitments also through the BIM Guidelines.

## 7. INFORMATION SECURITY POLICY

With regard to Information Security, the company proposes, always within a continuous improvement system, the following objectives:

- **Asset inventory always updated** - ensure a constantly updated asset catalogue of the relevant companies for information management and for each of them a responsible one must be identified. The information shall be classified according to its critical level so that it can be managed with consistent and appropriate levels of confidentiality and integrity.
- **Risk assessment of the updated information** - risk assessment of the information shall be updated at least once a year on the occasion of the management review or, in case of adverse effects or, in case of an asset inventory adjustment.
- **Access to secure systems** - to ensure information security, all access to systems must be subject to an identification and authentication procedure. Authorizations for access to information should be differentiated according to the function and functions performed by individuals, so that each user can access only the information he needs, and should be subject to regular review.
- **Safe use of company assets** - procedures for the safe use of business and information assets and their management systems.
- **Continuous staff training** - full awareness of information security issues| should be promoted for all staff (employees and collaborators) from the time of selection and throughout the duration of the employment relationship.
- **Timely management of adverse events** - in order to manage incidents in a timely manner, all will report any safety concerns; each incident will be handled as indicated in the procedures.
- **Adequate physical protection of the premises of the undertaking** - unauthorized access to the premises and facilities of the undertaking where the information is managed should be avoided and the security of the equipment ensured.
- **Management of contractual compliance with third parties** - compliance with legal requirements and information security principles in contracts with third parties must be ensured.
- **Business continuity plan simulations**: a business continuity plan will be developed to enable the company to deal effectively with an unforeseen event, ensuring the timely and timely recovery of critical services that limit the negative consequences for the company's mission.
- **Computer security by design** - safety aspects should be included in all phases of the design, development, operation, maintenance, maintenance and dismantling of computer systems and services.
- **Continuous updating of legislation** - compliance with legal provisions, statutes, regulations or contractual obligations and with any information security requirements must be ensured,

minimizing the risk of legal or administrative penalties, significant losses or reputation damage.

- **Periodic penetration tests** - periodic penetration tests on infrastructure and applications to assess systems resistance to external attacks and determine vulnerability and allow for further review.