



EMS - Policy	File name:	
	EMS_Environmental_Policy_PUB_v1_en.docx	
Date: 16/12/2020	Version: 1	
Author: Giorgio Galli	Number of pages: 7	
Confidentiality level: Unrestricted		

# EMS - Policy

## Environmental Policy


This document is proprietary and confidential. No part of this document may be disclosed in any manner to a third party without the prior written consent of Doxee spa.

Doxee spa Proprietary and Confidential  
All Rights Reserved

Title: EMS – Policy	
Subject: Environmental Policy	
Confidentiality level: Unrestricted	
This document is proprietary and confidential. No part of this document may be disclosed in any manner to a third party without the prior written consent of Doxee spa.	

## Index

<b>1</b>	<b><i>Introduction</i></b>	<b>3</b>
<b>2</b>	<b><i>Environmental Policy</i></b>	<b>4</b>

Title: EMS – Policy	
Subject: Environmental Policy	
Confidentiality level: Unrestricted	
<small>This document is proprietary and confidential.  No part of this document may be disclosed in any manner to a third party without the prior written consent of Doxee spa.</small>	

# 1 Introduction

Doxee is a strategic partner for the design, implementation and delivery of ICT communication and dematerialization solutions.


Through a service-oriented culture and twenty years of work experience with customers and partners, Doxee is able to propose a clear approach to help client companies maximize the value of corporate communication, in particular in the ways with company communicates its own image to the outside world, involving it directly and interactively.

The introduction of advanced methodologies for building and distributing communications helps client companies to recover efficiency and increase profitability, supporting their digitization and dematerialization processes, resulting in a reduction of paper production of paper and a decrease in environmental impact.

The Management, aware of its role and its obligations towards the natural environment in which it operates, has for years embarked on a path of continuous improvement of its performance, with the objective to developing valuable and sustainable services in compliance with the regulations and capable of to satisfy the requests and expectations of its stakeholders.

For this reason, this Policy aims to be a reliable, transparent and effective communication tool, through which Doxee makes employees, customers, suppliers, public administrations, associations, etc. aware of its regarding its activities, performances, aspects, programs and objectives in respect of the environment.

The Management defines and discloses its environmental sustainability values through this Environmental Policy which is communicated and disseminated within the Company and externally to customers, suppliers and all interested third parties.

Title: EMS – Policy	
Subject: Environmental Policy	
Confidentiality level: Unrestricted	
<small>This document is proprietary and confidential.  No part of this document may be disclosed in any manner to a third party without the prior written consent of Doxee spa.</small>	


## 2 Environmental Policy

Doxee is ISO 9001: 2015 and ISO 27001: 2013 certified and is AgID accredited for the Digital Long Term Preservation Service following the law and has undertaken the 14001: 2015 certification process for the Modena headquarters / operating unit, via Virgilio 48/8 and for the primary data centre in Milan, via Caldera 21., for products dispensed through its own platform, called Doxee Platform, available in Software-as-a-Service (SaaS) or On-Premise mode, as indicated in the catalogue called "Doxee Platform Offering Matrix " and identified by the following 3 product lines:

- dx - document experience, Customer Communications Management cloud product dedicated to multi-channel management and archiving of high volumes of communications.
- px - paperless experience, a line of products for the dematerialization and digitalization of tax processes and documents.
- ix - interactive experience, a line of products to enable companies to create and manage interactive, dynamic and customized videos and micro websites.

The objectives of the Environmental Policy are:

- carry out the activities with the commitment to comply with the laws, rules and regulations in force relating to the sector and any other requirements signed by the Company;
- operate ensuring effectiveness, efficiency and reliability by using all the necessary resources in order to guarantee compliance with the principles of diligence and correctness;
- work for the continuous involvement of personnel and for the development of skills, by organizing training/information events, pursuing the growth, awareness and sense of responsibility of all collaborators; guarantee a high level of professionalism of human resources with specific reference to environmental sustainability issues;
- use products with low environmental and energy impact;
- qualify and favour suppliers who operate with a view to the continuous improvement of their environmental performance;
- operate by reducing the production of waste, the consumption of raw materials, preventing pollution and the risk of accidental events and providing for the disposal of waste in compliance with the legislation in force;


Title: EMS – Policy	
Subject: Environmental Policy	
Confidentiality level: Unrestricted	
<small>This document is proprietary and confidential.  No part of this document may be disclosed in any manner to a third party without the prior written consent of Doxee spa.</small>	

- systematically renew its cars fleet, allowing to keep the environmental impact of the cars used low;
- disseminate the environmental culture among its employees, customers and suppliers;
- manage natural resources and energy in a rational and sustainable way, enhancing their use and reducing waste;
- oversee company processes with adequate monitoring and control tools for environmental aspects;
- operate through an integrated management system in which the exchange of information and the synergies between the functions represent strategic values;
- maintain a transparent and collaborative relationship with the public authorities and/or the competent control bodies;
- periodically review the Policy, Objectives, Targets and related implementation programs and the Company Management System and give adequate visibility within the company.

Doxee has identified environmental indicators that allow monitoring of the degree of achievement of the objectives. The results of this monitoring are recorded and analyzed, during the Review of the Integrated Management System, by the Management, by the Quality, Environment and Information Security Managers and by the Function Managers in order both to assess its continuous adequacy and to improve company methods and the Management System itself.

To achieve the environmental objectives, the Management undertakes to:


- ensure that the Environmental Policy is supported, known and applied at all levels of the organization;
- involve and consult collaborators on environmental issues,
- guarantee the human and instrumental resources necessary for the achievement of company objectives;
- ensure that all workers are trained, informed and sensitized to carry out their tasks, in compliance with the requirements of the law to minimize the environmental impact and in the awareness of their responsibilities within the Company Management System;
- ensure that the entire company structure participates, according to its own powers and skills, in achieving the assigned objectives, including those on environmental management.

Title: EMS – Policy	
Subject: Environmental Policy	
Confidentiality level: Unrestricted	
<small>This document is proprietary and confidential.  No part of this document may be disclosed in any manner to a third party without the prior written consent of Doxee spa.</small>	

- give priority to preventive actions and promote the commitment to reduce consumption and waste production.

To pursue these objectives, Management commits the financial resources necessary to achieve them. All Doxee personnel are involved and collaborate to achieve company objectives.

This document has been defined and will be updated if necessary, relating the reality in which the Company operates, the changed regulations and the results of periodic analyzes and subsequent monitoring.

Title: EMS – Policy	
Subject: Environmental Policy	
Confidentiality level: Unrestricted	
<small>This document is proprietary and confidential.  No part of this document may be disclosed in any manner to a third party without the prior written consent of Doxee spa.</small>	

## Addendum A: Document Configuration

---

*Drafted by:* Giorgio Galli Senior Corporate Compliance Specialist

*Verified by:*

Simona Sassatelli	Head of Corporate Services
Robert Dosen	Chief Technology Officer
Guido Spagnoli	Chief Financial Officer
Fabio Cavazzuti	Chief Information Security Officer
Enrico Celotto	Chief Marketing Officer
Andrea Rampoldi	Chief Operating Officer
Sergio Muratori Casali	Chief Commercial Officer

*Approved by:* Sergio Muratori Casali CEO

*Distributed to:* Unrestricted  
Distribution

<i>Revision Index</i>	<i>Date</i>	<i>Description of edits</i>
1	16/12/2020	First draft