

**Minifaber S.p.A.**

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Cap. Soc. € 2.000.000 i.v.  
Reg. Impr. 01777830165  
C.C.I.A.A. BG 236177  
Cod. Id. CEE: IT 01777830165  
Cod. Mecc. BG 038548



Azienda con Sistema di Gestione per la Qualità certificato secondo



UNI EN ISO 9001:2008 Certificato n° 50 100 1371

## United Nations Global Compact, Communication on Progress (COP) 2015

Period covered: from January 2015 - to December 2015.

January, 29<sup>th</sup> 2016

To our stakeholders:

I am pleased to confirm that Minifaber S.p.a. reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication.

Sincerely yours,  
Raffaello Melocchi  
President

A handwritten signature in blue ink, appearing to read 'Raffaello Melocchi'.

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### Human Rights Principles

Respect for human rights and apprehension for individuals have always been key principles for Minifaber S.p.a. For these reasons, the company is strongly engaged in structured activities such as protection of worker safety; verification and consequent adjustment of structures, plant and machinery; risks reduction; the personal and professional growth of employees.

Through a dedicated space provided within each production department, the employees have the possibility and are free to report any problem could possibly arise. Thanks to this, the management has the ability to maintain a constant verification of the absence of abuse, conflicts or any kind of problems.

Also in 2015, the company has completed the full course of preventive medical examinations and provided useful free services to employees such as vaccinations and assistance for annual taxation statement.

We have completed the works related to outdoor areas for loading and unloading goods and it was decided to purchase and install new equipment, shelving, handling devices and machines that have reduced risks, and ensure higher safety standards and accessibility.

Through specific simulations and exercises, the entire workforce has had the opportunity to become aware of the risks and rules to be followed in case of fire; in this regard we supported evacuation drills company and the team in charge has provided for the simulation and training in fire management or possible cases of danger.

It still continued the intense work of formation of the whole structure for safety and specific topics of the job; we checked the results of the preparation and of the skills acquired.

For 2016 it is provided for important activities which will consolidate the spirit of Minifaber S.p.a. in the protection of human rights; just as an example the creation of a company legal department.

#### Results:

- Absence due to injuries and illness = compared with the previous year, in 2015 there was an improvement in the hours worked by 21% and 14%.
- Rights of association and representation = total employees have benefited from the 12% hours more than in 2014 for meetings and trade union permissions.
- Nr.21 employees have profited from the free vaccination service.
- Nr.58 employees have helped with the free assistance service for annual taxation statement.
- 81% of workers have benefited from the changes to the lay-out of the company and the purchase of new equipment.
- Training and formation = nr.31 training courses, which have involved nr.100 workers, for a total of nr.2.345 training hours.

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### Labor principles

Since its creation, Minifaber S.p.a. ensures its support for freedom of association and the right to bargain through dialogue between the parties and the opening, comparison and availability in the peaceful resolution of any issues that might arise:

There are periodic internal meetings with all staff or delegates to ensure the diffusion of information, awareness and participation of all activities. Employees are free to gather together within the space business.

Minifaber S.p.a. has always been extraneous concerning the practices related to forced and child labor and any form discriminatory, through the active commitment of the management and the continuous employees' education.

The company aims high standards in the motivation and participation of workers through continuous verification of results and the elimination of internal difficulties, such as: areas to be cleaned, equipped and free; accommodation, maintenance, technical instructions for use plant and equipment; simplify handling and packaging, and reduce repetitive movements; safety and prevention.

### Results:

- In 2015 the number of employees increased by 8%.
- Statistics on employees
  - 66% are men, while 34% are women.
  - The 5% belong to protected categories.
  - The 7% is foreign.
  - The average age is 43 years.
  - The average age of service is 10 years.
- Annually, the senior management gives its Review.
- In external audits we also take into account aspects related to the principles of protection of labor and people.
- No cases of disputes or conflicts.

*EMM*

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### Environmental Principles

Minifaber S.p.a. makes the activities respecting and protecting the environment. The risks related to the environmental aspects are carefully evaluated and appropriate actions are taken to contain the adverse effects and take advantage of opportunities for improvement.

With the aim of encouraging the development and diffusion of environmental friendly technologies, every year, high economic investments have turned to plant in equipment that reduce the consumption of resources (energy and water in particular) and improve the environmental impact. By way of example, in 2015 we installed a new suction system and a new washing system "environmentally friendly". Waste management is strictly regulated and managed by specialized companies. Emissions are regularly inspected and maintained under control.

The whole company and external suppliers are constantly sensitized and made an active part within the rules and environmental protection, including through audits.

Due to internal company problems, the certification of the Environmental Management System according to ISO14001 standards, may not have been achieved in 2015 and was then expected to aim to reach by the year 2016.

As planned, we completed the logistics project and the development of digital management of documents.

The installation of supply for filtered drinking water ensured a high reduction of the consumption of bottled water coolers and plastic and subsequent transports.

Thanks to the high investment provided for the replacement of skylights, in 2015 we have achieved important results in terms of reducing energy consumption related to lighting inside the company and a better quality of the work environment for employees.

#### Results:

- 2% increase in energy consumption but very low compared to the number of installations and equipment added in 2015.
- 38% reduction in water consumption.
- Improving the 11% in money laundering activities, consumption and disposal.
- Reduction of 29% of the overall consumption of stationery.
- Made teams and internal spaces for the management of order, cleanliness and 5S.
- Internal project for deliveries with electronic management and paper elimination.
- Transport and waste reduction through detachment staff and suppliers' collaboration.
- Partnership with customers to replace cardboard containers with durable plastic boxes.

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### Anti-Corruption Principles

Minifaber S.p.a. has always been extraneous and rejects all forms of bribery and extortion and undertakes and publicize internally and among suppliers, the culture of compliance and honesty.

Awareness and attention of all staff at all levels in relation to events or activities which may have, even indirectly, consequences immoral or dishonest.

As consolidated for some years now, the free gift that vendors offer to our employees on several occasions, are shared in our company with all employees. According to customers, we don't give free gift but we share initiatives of solidarity and charity.

#### Results:

There are no disputes, reports or issues related to bribes or extortions.

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