

**Evercompounds S.p.a.**  
**Business Continuity Policy**

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## 1. Introduction

Evercompounds S.p.a. is committed to protecting the welfare of staff, contractors, and visitors on site and to the continued delivery of products and services to customers at acceptable levels, following a disruptive incident. Evercompounds S.p.a. strive to meet all legal and regulatory requirements and continually improve business continuity so that our customers have an exceptional, uninterrupted, experience when engaging with our business.

## 2. Aims and scope

A high-level business continuity program aims to:

1. Minimize the risk of disruptive incidents to time-critical activities, required to deliver products and services, through collaboration with relevant disciplines.
2. Establish appropriate business continuity targets and solutions for prioritized activities needed to continue the delivery of products and services following a disruptive incident.
3. Embed business continuity across Evercompounds S.p.a. so that it becomes business-as-usual and continuously improves the program.

The scope of the business continuity management system applies to the following subject, including all management and operational aspects relevant to the company:

- ❖ *Research, development, and production of rubber compounds by means of dispersion and mixing processes.*

## 3. Business Continuity Management System

The business continuity program will be delivered using the Plan, Do, Check, Act model from ISO 22301. Responsibilities include:

### Representative of the Top Management

- Be responsible for the BCMS
- Represent management for business continuity at the Management Review
- Allocate executive responsibility for business continuity.
- Approve the business continuity policy and ensure the objectives of the program align with the strategic direction of Evercompounds S.p.a.
- Communicate the importance of business continuity to staff and the need to conform to the requirements of the Business Continuity Management System (BCMS).
- Provide direction and strategic support during crises when necessary.
- Participate in business continuity exercises and promote continual improvement.

### Business Continuity Manager

- Be responsible for the BCMS
- Establish and demonstrate commitment to the business continuity policy
- Direct all program activities and coordinate with other functions
- Appoint group members with appropriate seniority, authority, and skills
- Facilitate the approval of solutions, procedures, and exercise programs
- Present team recommendations during management review meetings

### Business Continuity Management Team

- Implement business continuity management throughout the organization
- Maintain documentation retention

- Ensure that program reviews are conducted promptly
- Assess the adequacy of business continuity for individual functions
- Organize and coordinate business continuity awareness programs
- Create exercise programs and seek the approval of the competent authority
- Conduct information meetings before and after the exercise
- Keep stakeholders informed about the programs
- Make sure that the tutorial runs according to the exercise schedule
- Ensure that internal audits and management reviews are carried out on schedule
- Maintain relationships with functions and maintain contact with them during interruptions
- Ensure that corrective action plans are implemented promptly
- Facilitate the efforts of operational representatives/coordinators

#### Operational staff

- Maintain procedures for business continuity
- Inform the business continuity manager of the state of preparation
- Perform and report on the activities of the program as indicated
- Confirm that supplier continuity plans are tested and maintained
- Coordinate staff participation in exercises
- Keep records of business continuity exercises
- Keep the team informed of changes that could affect business continuity
- Follow corrective actions promptly
- Keep the business continuity manager informed of the progress of corrective actions
- Report incidents to the relevant area.
- Understand relevant business continuity plans and associated roles and responsibilities.

#### **4. Legal and regulatory requirements**

To ensure Evercompounds S.p.a. remains compliant with laws and regulations, the BCMS will be punctually audited through periodic checks and internal audits by the Management; substantial changes in the organizational chart when they occur are notified to the CEO and the Group Management and are reviewed in the moments of review of the Management.

#### **5. Related Policies**

The BCMS will complement and comply with other internal policies including, but not limited to, Risk Management related to the Organizational model of management and control pursuant to Legislative Decree 231/2001, Health, Safety and Environmental management system related to the Organizational model of management and control pursuant to Legislative Decree 81/2008 and 152/2006, Information Security, Data Protection and Security pursuant to EU Reg. 679/2016 and Legislative Decree 193/2006.

## 6. Document control

### Version History

Version	Amendments	Author	Date
00	First issue	BCM	06/09/2022

### Approval history

Version	Approved by	Status	Date of approval
00	CEO	Valid	06/09/2022