

# QUALITY POLICY AND EMS

## 2020 - 2023

SICO RUBENA s.r.o. Velké Poříčí management accept the quality policy and EMS as declared and undertake to provide the resources needed to fulfil it.

### MANAGEMENT ORGANIZATION

- 3.1.1 Improve continuously the organizational and managerial structures of the company in order to satisfy customer needs.
- 3.1.2 Create actively the company culture, implementing it into daily life.
- 3.1.3 Continuous improvement in all areas of the activities associated with quality and environmental protection belongs among the basic priorities of our company.
- 3.1.4 The company identifies internal and external aspects, solving and assessing them and reducing their impact if they create significant risk both for itself and the parties involved that it also defines.
- 3.1.5 The principles of sustainable development become everyday part of our conducting business.

### PERSONNEL DEVELOPMENT

- 3.2.1 In connection with production needs, hire and stabilize employees in needed numbers and of proper qualification structure.
- 3.2.2 In the area of personal development, concentrate on improving the staff qualification.
- 3.2.3 Via creating working conditions, contribute to the staff stabilization and satisfaction, via fire prevention, prevent emergency situations that could result in negative environmental impacts; improving hygiene of working environment is an integral part of our activities.
- 3.2.4 Develop team collaboration.
- 3.2.5 Develop the sense of belonging to the company, follow the principles of the „Company Code of Conduct“.

### BUSINESS ACTIVITIES

- 3.3.1 Prefer contract partners applying the same principles in the area of environmental protection and environmental management.
- 3.3.2 Surpass customer expectations.
- 3.3.3 Fulfilling agreements and business obligations is a matter of course.
- 3.3.4 Organize and build sales activities in compliance with SICO Rubena s.r.o. customer expectations.
- 3.3.5 Strengthen and develop relationships with existing and potential business partners via targeted business policy.
- 3.3.6 Win new markets especially in the Central and Eastern Europe. Try hard to increase higher series orders.

### R&D

- 3.4.1 Build continuously technical development prepared to solve customer problems.
- 3.4.2 Develop further the extruded technology and profile joining know-how adopted from SICO GmbH. Continue to develop and expand products of complex shape, massive ones, vulcanized in the vertical tunnel.  
Also increase the share of a newly developed extruding, cutting and joining technology of so called sponge rubber. Develop so called corner injection.
- 3.4.3 In the moulded products commodity, change to injection moulded technology and leave step by step conventional moulding technology, increase the share of liquid silicones, polyadditive silicones and high-temperature peroxides.
- 3.4.4 Introduce up-to-date technologies with higher share of automation and handling equipment (injection moulding machines).
- 3.4.5 Development in the silicone-textile products commodity. Develop and do testing in compliance with IVECO standard...
- 3.4.6 Minimize activities without added value via developing stable and optimized production processes, increase labour productivity and reduce costs and improve processes continuously.
- 3.4.7 Using benchmarking, compare ourselves with competitors.
- 3.4.8 While planning product and process development, ensure zero defect principle and secure continuously process stability in production.
- 3.4.9 Extend knowledge of multicomponent technology. Realize subsequently new projects, mainly in the technical moulded rubber commodity.
- 3.4.10 Create preconditions to eliminate negative effects of processes and products on the environment, safety at work and all staff health, consistently complying with valid legislation in every stage of production preparation and realization.

### PRODUCTION

- 3.5.1 Ensure continuously 100% fulfilment of shipments as for the specified quantity, schedule and quality required by customers by means of work organization.
- 3.5.2 Reduce continuously complaints, improving product quality.
- 3.5.3 Arrange for suitable working environment for all processes, develop infrastructure.
- 3.5.4 More efficient production, cost reduction while maintaining the quality required.

### QUALITY AND ENVIRONMENT

- 3.6.1 Check continuously the processes and products using system, process and product audits and direct the measures taken at continuous improvement.
- 3.6.2 Establish suitable corrective actions and preventive actions in order to minimize losses resulting from internal and external defects.
- 3.6.3 Monitor and put into practice customer requirements, legislative and legal requirements.
- 3.6.4 Reduce continuously environmental burdens (energies, NCHLAP).
- 3.6.5 Improve continuously working with suppliers – supplier development.

### ECONOMY

- 3.7.1 Managing economy using the financial plan and controlling tools, arrange for continuous improvement of processes and systems, thus achieving reduction of costs of all types.
- 3.7.2 Guarantee conditions for the realization of investment intents via the company financial policy.
- 3.7.3 Ensure resources for effective functioning and development of the company.