

### COMPANY'S PROFILE:

LEGAL ADDRESS:	SELLEX, S.A.U.
HEADQUARTERS:	POL. ARRETXE-UGALDE, EZURRIKI KALEA 8-10 – 20305 IRÚN (GUIPÚZCOA)
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LEGAL REGISTRATION NO. VAT:	A-20-053211
FOUNDATION YEAR:	1977
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SELLEX is devoted to the design and edition of furniture for the equipment of facilities. Right from the beginning, his activity has been orientated to the promotion of design furniture and equipment. Along its more than 35 year of experience, has acquired a significant knowledge of the Contract and public equipment markets, both in Spain and abroad, having their products an international presence all over the world, in more than 40 countries.

Besides, SELLEX is facing a changing situation: both the current law and dependance on the economic situation of the market, oblige to have a stronger surveillance on new environmental requirements and product, and to improve the quality of products in order to reassure customers.

### MANAGEMENT INTEGRATED SYSTEM:

The Management of **SELLEX**, aware of the relevant role that quality and environmental implementation, including the eco-design, have as a factor for competitiveness and survival of the company, and being in favour of sustainability, has adopted and informs about the guidelines to be followed by its integrated policy system. In order to respond to this policy we count on a continuous improvement in customer services, helped by sustainability criteria to be friendly to the environment and the product. In order to achieve this purpose the following principles are stated:

- 1. THE IMPLEMENTED INTEGRATED SYSTEM WILL HAVE TO MEET WITH THE REQUIREMENTS OF STANDARDS UNE-EN ISO 9001:2015; UNE-EN ISO 14001:2015; AND UNE-EN ISO 14006:2020.**
- 2. THE MANAGEMENT COMMITMENT TO THE CONTINUOUS IMPROVEMENT IN EFFICIENCY OF THE INTEGRATED SYSTEM**
- 3. IMPROVEMENT MEANS TO CARRY OUT AN EFFICIENT WORK BY EVERYONE OF THE MEMBERS IN THE ORGANIZATION. THE OFFERED PRODUCTS AND SERVICES MUST BE ACCORDING TO THOSE ESTABLISHED METHODS AND MEET WITH THE REQUIREMENTS.**
- 4. PERSUEING QUALITY IMPROVEMENT AND ENVIRONMENT PROTECTION, AS WELL AS GETTING A BETTER PRODUCT, BY MANAGING ECODSIGN AS AN INTEGRATED PART OF THE SYSTEM, IS IN A FIRST PLACE THE RESPONSABILITY OF THE MANAGEMENT, HOWEVER, ALL THE STAFF MUST BE INVOLVED IN THIS TASK ACCORDING TO HIS POSSIBILITIES.**
- 5. TO GUARANTEE QUALITY IMPROVEMENT AND PROTECTION OF THE ENVIRONMENT BY AVOIDING POLUTION, UPDATING AND VERIFICATION OF THE MANAGEMENT, REVIEWING AND FOLLOW-UP OF THE SETTLED TARGETS AND THE EVALUATION OF THE ASPECTS AND ENVIRONMENTAL RISKS, INCLUDING THOSE RELATED TO PRODUCT.**
- 6. INVOLVING ALL THE STAFF SO AS TO ASSURE THE PROPER FULFILLMENT OF THE PROCESSES OR WORKING INSTRUCTIONS NECESSARY TO ACCOMPLISH THE PROPOSED OBJECTIVES AND GOALS.**
- 7. OTHER ISSUES WHICH ARE CONSIDERED AS COMPULSIVE FOR THE ORGANIZATION ARE QUALIFICATION, PERSONNEL TRAINING AND OPTIMIZITATION OF THE REST OF THE RESOURCES.**
- 8. HEALTH AND SAFETY PROTECTION OF THE EMPLOYEES, OUR FACILITIES, AS WELL AS THE PRESERVATION OF THE ENVIRONMENTAL COMMUNITY AND ITS ENVIRONMENT.**
- 9. THE FULFILLMENT OF THE CURRENT LAW, STANDARDS AND OTHER ENVIRONMENTAL REQUIREMENTS APPLICABLE TO THE ACTIVITY AND TO THE PRODUCTS.**
- 10. ENVIRONMENTAL PROTECTION BY DOING A SUSTAINABLE USE OF THE NATURAL RESOURCES AND AN EFFICIENT ENERGY WASTE, OPTIMIZING THE ADMINISTRATION OF RAW MATERIALS AND ENCOURAGING GOOD PRACTICES AS REDUCTION, REUSE AND RECYCLING OF WASTE.**
- 11. EVALUATION OF THE ENVIRONMENTAL IMPACT OCCURED BY SELLEX, ALONG THE LIFE CICLE OF THE PRODUCTS IN ORDER TO PREVENT, ELIMINATE OR REDUCE THEM AND THEREFORE AVOIDING THE TRANSMISION OF ENVIRONMENTAL IMPACTS FROM SOME PHASES OF THE LIFE CICLE TO OTHERS OR FROM SOME IMPACT CATEGORIES TO OTHERS.**
- 12. THIS POLICY IS AVAILABLE TO THE PUBLIC.**

A great deal of the success of this integrated policy will depend on the knowledge and understanding by all the company's staff. The data on the progress of this policy will permanently be looked into at reviews of the Management integrated system.

JANUARY 2022



SIGNED: MANAGING DIRECTOR  
MR. MIGUEL JIMÉNEZ