

# MANUAL MANAGEMENT SYSTEM

## MANUALE SISTEMA DI GESTIONE



All. 1 Sez. 5

**POLICY MANAGEMENT SYSTEM**  
**POLITICA SISTEMA DI GESTIONE**

Ed. 1  
Rev. 0

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MODULA S.r.l. was born from pluriennial experience in office furniture field with this target : thinking the working environment as a place where you always feel at your ease.

We're a team, we share our ideas with established designers looking for the best materials to assemble to obtain a sole item for style and quality.

### QUALITY

Our collections, in particular operative and managerial system and meeting-rooms, ever evolving range, have always payed attention to the quality of used materials to warrant durability of our products.

### ENVIRONMET

Today's work looking to the future: everyday, we undertake to search ecological materials, to respect the natural environment and to give added value to our products.

Our targets for quality and environment are:

- customer care and satisfaction respect of the explicit and implicit contractual commitments have priority over the orientation targeted exclusively to market dynamics and profit;
- compliance with applicable environmental laws and regulations and with cogent legislation for product.
- staff training, teamwork, dynamic and highly qualified management;
- make available and disseminate to all interested parties the Policy of the management system and the commitment to the environment;
- identify improvement actions to reduce the significant environmental impacts;
- innovation in management and production, in materials and products;
- evaluate and monitor all the impacts on the environment and in the conduct of its activities;
- use wood raw materials from sustainably managed forests.

The objectives are pursued by offering and adapting the processes to the specific needs identified, implicit and explicit, and monitoring the achievement of undertaken commitments under contract.

To reach the target, the company is committed to:

- ensuring the information and the awareness of all parties concerned on the policy;
- constantly checking the performance improvement;
- providing adequate resources for the implementation of the Policy and for the effective functioning of the Management System;
- meeting the requirements of ISO 9001 and ISO 14001;
- improving the effectiveness of the Management System.

Achieving these objectives will be monitored through appropriate indicators, assessing customer satisfaction and analyzing complaints

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All staff is encouraged to plan and carry out their tasks taking into account the objectives of this policy and in accordance with established procedures, by adopting operational practices with low environmental impact and reporting to business managers any suggestions / requests related to this policy.

Montelabbate (PU), 20/09/2016

MODULA s.r.l.

The Direction