

## Vanpro's Policy

Vanpro's Quality, Hygiene, Safety, Health and Environment policy, is based upon the preventive management as a system and on the process approach, that lead to the delivery of products and services known for their superior Quality and absolute respect for the Environmental conditions and Safety at work. Vanpro develops its processes and products looking for the systematic elimination of the risks of accidents of any kind.

In order to exceed internal, external customers and shareholders requirements, decisions are based on facts. Our activity is supported on the following basic principles for Quality, Hygiene, Safety, Health and Environment:

- ☞ Continuous Improvement
- ☞ Employee Empowerment
- ☞ Process Approach
- ☞ Thinking based on Risk
- ☞ Focus on the Customer
- ☞ Beneficial relations with Customer - Suppliers
- ☞ Early Medical Intervention
- ☞ Prevention of Occupational Diseases and Industrial Accidents, among others, through the use of PPE, machine safety, emergency response, ergonomics, proper chemicals handling and fire protection
- ☞ Environmental Protection including Prevention of Pollution, among others, through the control of greenhouse gas emissions, energy efficiency, renewable energies, water consumption and quality, air quality, reduction of waste production, responsible management of resources and chemical products, reuse and recycling, animal welfare, biodiversity, land use and deforestation, soil quality, noise emissions
- ☞ Conformity with the Current Applicable Legislation and other requirements

For the achievement of these objectives and Environmental, Safety and Quality goals, Vanpro has the commitment of its Management to guarantee the availability of resources and competencies, promoting through the delegation of responsibilities, the participation of everyone in the organization.

Vanpro's success will be measured through the continued analysis to increase the satisfaction of our customers, shareholders, collaborators and other interested parties.

The policy and the objectives revision is based on the internal audits and the processes performance results. The policy is documented, implemented, understood, maintained and communicated to all employees and people who work on behalf of VANPRO: Is as well available to the public in general.

## Safety Rules

- ☞ Please park your car in reverse gear, and never on the crosswalks or yellow listed marks
- ☞ It is required the use of Personnel Protective Equipment whenever the activity so determines;
- ☞ The clothing and safety equipment is compulsory and must be kept in proper conditions of cleanliness and operation;
- ☞ Always use the crosswalks and if necessary working in warehouse areas, high visibility jacket;
- ☞ If you are an external element, please do not walk around alone in the premises;
- ☞ Always check in and out at the reception;
- ☞ Never introduce chemicals in Vanpro without permission;
- ☞ The disregard of the existing signaling on the premises (security or other) constitutes a serious violation;
- ☞ Only use tools for the purpose that it was intended to;
- ☞ Never use lift trucks, lifting or transport equipment without permission to do so;
- ☞ In case of emergency do not panic, give the alert.

## Useful Contacts

- ◆ 112 - National Medical Emergency
- ◆ 212 137 612/14 - Industrial Park Medical Center
- ◆ 967 014 234 - HSSA Coordinator
- ◆ 212 137 615 - Industrial Park Reception

VANPRO-ASSENTOS LDA.

Welcome to Vanpro



## Mission

VANPRO - Assentos, Lda is an industrial company that assembles seats in sequence and in JIT (Just-in-Time), as a result of a partnership between Faurecia and Adient, for VW Autoeuropa projects.

## Vision

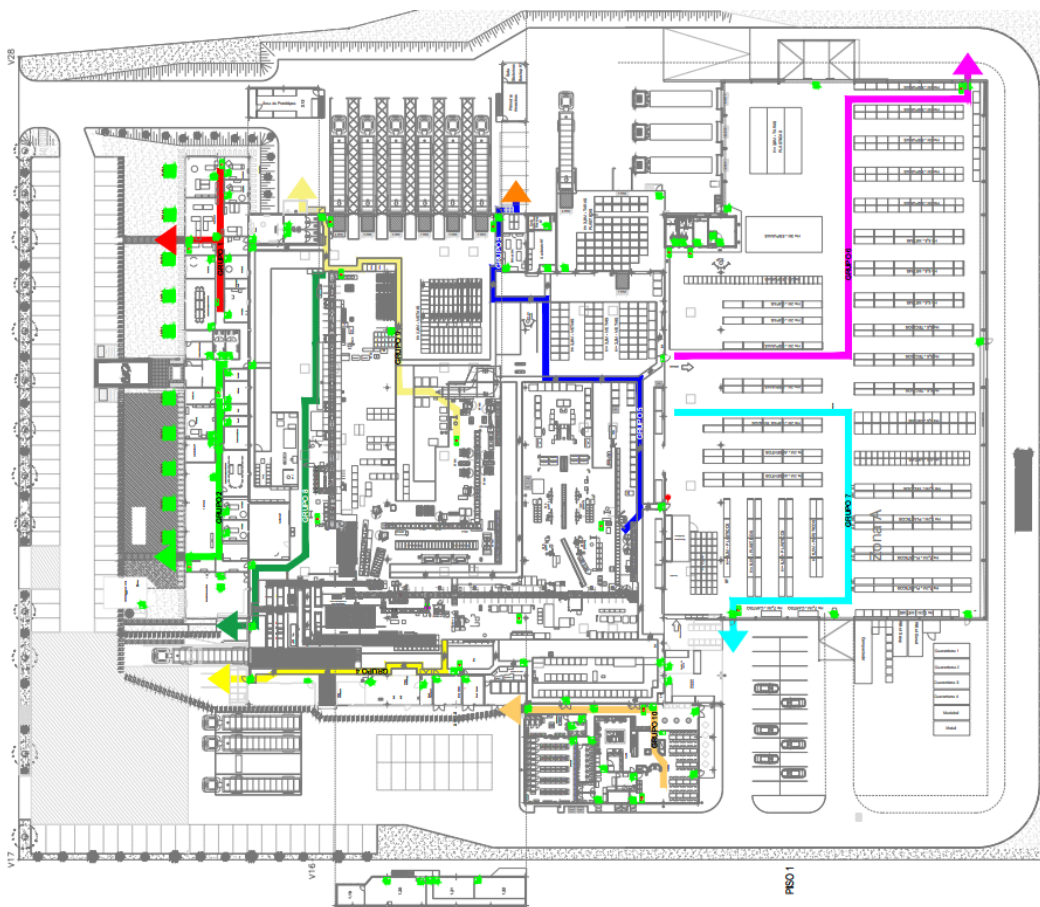
Reinforce the skills and know-how needed to become a reference supplier for current and new VW Autoeuropa projects

## Values

We believe in a free enterprise system. We will continue to treat our customers, employees, shareholders, suppliers and the community with honesty, dignity, fairness and respect. We will conduct our activities with the highest ethical standards.



## Evacuation Plan



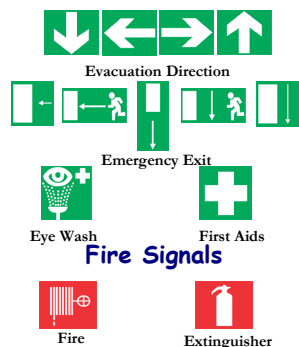
### Evacuation Rules:

1. **The General Alarm is indicated by a INTERMITTENT RING** - You shall pay attention and follow the instructions given by the Evacuation Coordinators
2. **The General Evacuation Alarm is a CONTINUOUS RING** - You must line up in front of the Lead Evacuation Coordinator.
3. If you can, unplug all electrical equipment.
4. Under the orders of the Evacuation Coordinators you should start walking towards the emergency door.
5. You shall proceed with the evacuation in conjunction with the group where you are at the moment (Upon arrival at the meeting point must go to your original group - if you are a visitor or an external element to Vanpro you must join Group 10).
6. You should not carry any object, turn back or seek colleagues
7. If the escape route is blocked, does not provide security conditions or if you get retained in some area of the plant, you must stand near a site where you can communicate your presence and if possible open a window.
8. If you find yourself in a place with smoke, walk close to the ground, where there is a greater concentration of breathable air.

## Health and Safety

The Vanpro assumes a commitment to fully comply with all applicable requirements to their activity, regarding health and safety! A company commitment to diseases and accident prevention at workplace, with a continuous improvement view, enables everyone to work and visit us with safety in a clean environment. We count on your cooperation to follow Vanpro's internal rules, as well as the instructions given by your contact, superior and/or HSSA responsible. We emphasize the mandatory use of safety footwear throughout the manufacturing area and the use of pedestrian traffic routes/crosswalks..

### Emergency and Evacuation Signals



## Environment

The Vanpro concerns about the Environment! Through the study, Control and minimization of its environmental aspects and impacts, with a continuous improvement view, based on a thorough Environmental Management System, certified by NP EN ISO 14001, the Vanpro promotes the sustainable development of their activities. We count on your cooperation to maintain our levels of environmental performance, thereby contributing to a common good ... The Environment!

## Waste Segregation

PAPER AND CARD

PLASTIC  
PACKAGING

METAL  
PACKAGING

OTHER WASTE ONLY IF NOT POSSIBLE TO  
RECYCLE (INCLUDING COFFEE CUPS)

### Environmental Rules:

- ☺ The equipment and installations used should be left in suitable conditions of cleanliness and tidiness, and without any trace of residues.
- ☺ It is not permitted to discharge polluted waters into waterways, soil or sewage systems.
- ☺ It is not allowed the deposition of materials on the exterior, which may contaminate the soil and groundwater.
- ☺ All the used oils must be delivered to the maintenance.
- ☺ It is not allowed to deposit any wastes outside the suitable containers (you should proceed to its proper separation)
- ☺ The Vanpro has ecopoints all across its facilities that you can use to deposit your wastes

(in case of any questions, please contact the HSSA Coordinator)



Separate the Waste.

The Environment will be  
grateful!

