



Company STAP a.s. VISION AND POLICY until 2027

VISION AND POLICY

Prosperity: Achieving the planned sales volume for the given period.

Success: Achieving the planned profit and maintaining zero loan indebtedness, with the exception of

Security: Ensuring social security for employees.

Culture: Improving the level of the working environment and corporate culture.

Environment: Fulfilling all set targets with regard to the need to protect the environment.

Energy: Reducing energy consumption and increasing efficiency.

Company Management Policy

- Establish the company policy and ensure its understanding and application at all levels.
- Achieve the planned sales volume and profit.
- Apply a company policy that corresponds to the nature, scope, and environmental impacts of its activities, and adopt specific measures to minimize these impacts.
- Communicate openly, promptly, and truthfully about the environmental impacts of the company's activities.
- Ensure full compliance with applicable laws and regulations, regularly monitor legislative changes, and ensure compliance with legal and environmental standards.
- Regularly evaluate and improve processes affecting quality, the environment, and energy efficiency.

Production

- Monitor and meet order fulfillment deadlines, analyze causes of any delays in order to eliminate them.
- Manufacture products and provide services in the agreed quality.
- Reduce the amount of waste generated.
- Favor technologies and equipment with minimal environmental impact and low energy intensity.
- Evaluate the environmental impact and energy intensity of new technologies or changes before their implementation.
- Ensure fulfillment of production capacities.

Marketing

- Apply "active marketing" responding to changing customer needs and market trends.
- Improve the quality of information about the satisfaction of customers, partners, and suppliers.
- Present the company policy externally.
- Seek out new business opportunities.
- Build long-term relationships with existing customers, strengthening their loyalty and satisfaction.
- Obtain and use global market information for better decision-making.

Document Management, Records Management

- Ensure regular updating and management of all company documentation.
- Maintain compliance of documents with valid legal regulations and regulatory requirements.
- Carry out regular review and archiving of documents.

Motivation

- Increase the percentage of motivated employees proposing changes or improvements, and those satisfied with their work and results.
- Motivate employees to achieve high quality work, responsible behavior toward the environment, and efficient use of energy.

Energy Management

- Continuously reduce energy intensity, focusing on alternative energy sources with the aim of gradually increasing their share of total consumption.
- Ensure the availability of information and resources necessary to achieve objectives and target values.
- Comply with applicable legal requirements and other requirements to which the company is committed in relation to the use and consumption of energy and energy intensity.
- Establish a framework for energy objectives and target values, including monitoring and evaluation of energy management indicators.
- Support the purchase of energy-efficient products and services.

Resource Management

- Optimally utilize material, energy, and other resources depending on the volume and development of production.
- In the case of positive economic results, commit to investments in new machinery and equipment with the aim of increasing production efficiency and reducing costs.
- Focus on the sustainable use of resources and waste minimization.

New Product Development

- Increase the number of inputs for the development of new products and innovation.
- Evaluate the environmental and energy impacts of new products during their design.
- Design new products with regard to production efficiency and cost optimization.

Procurement

- Ensure timely delivery of primary and auxiliary production materials with corresponding quality and at the lowest possible cost.
- Optimize inventory levels and ensure that set limits are not exceeded.
- Collaborate with suppliers of raw materials to improve their performance and reliability.
- Favor the purchase of environmentally friendly materials that have a resolved recycling or disposal process.
- Consider suppliers' environmental policies and approach when selecting materials and services.
- Seek out new suppliers with the aim of achieving lower costs while maintaining quality and reliability.

Project Management

- Increase project success rates and improve their efficiency through clear goal definition, resource allocation, risk management, regular communication, and results evaluation.
- Analyze the environmental and energy impacts of projects as part of the project process.

Waste Management

- Prevent the generation of waste and thereby reduce its quantity.
- Minimize the generation of hazardous waste.
- Sort and recycle all generated waste, seeking out new recycling opportunities.
- Safely handle petroleum substances and other chemicals.

Sales

- Achieve high customer satisfaction across every product range.
- Deliver products and services with the least possible environmental impact.
- Apply a company policy that reflects sustainability, energy efficiency, and the impact of our activities on the environment.

Prevention

- Analyze potential risks that could threaten the effective functioning of the company and design methods for addressing them.
- Focus on preventing problems rather than resolving them through corrective actions.
- Create and regularly update risk prevention plans.
- Apply the 5S methodology and improve the working environment at all levels.
- Hold regular production meetings focused on identifying and preventing quality issues.

Internal Audits

- Regularly evaluate compliance with applicable regulations and standards.
- Identify weak areas, implement corrective actions, and foster a culture of continuous process improvement at all levels of the organization.
- Monitor and improve the effectiveness of the quality, environmental, and energy management systems.

Corrective Actions

- Ensure the maximum effectiveness of corrective actions arising from internal and external audit reports and evaluations, through effective communication, rapid implementation, regular results evaluation, and assignment of responsibility, with the aim of preventing problem recurrence and continuously improving processes.

Monitoring

- Monitor the benefits of the monitoring methods used and inform about their improvement.
- Monitor the target values of the quality, environmental, and energy management systems.

Management of Purchased Processes

- Ensure compliance with customer requirements across all purchased processes.
- Ensure fulfillment of all relevant requirements, including legislation, ISO, ČSN, and other requirements.

Human Resources

- Personnel optimization and employment stability — maintaining the required number of employees in line with plans, employee qualification development.
- Ensuring safety and health protection in the workplace.

Technical Equipment Maintenance

- Allocate budgeted funds for repairs, investments, and spare parts as planned.
- Ensure regular maintenance and preventive inspection of production equipment so that their optimal functionality and service life are maintained.

Planning

- Regularly monitor and manage financial reserves.
- Ensure realistic planning based on the company's actual capabilities.

Human Rights and Labor Standards

- Strictly refuse and tolerate no form of forced, involuntary, or child labor, including throughout the entire supply chain.
- Promote equal opportunities, diversity, and zero tolerance toward discrimination or harassment in the workplace, regardless of gender, age, ethnic origin, religion, or other personal characteristics.
- Guarantee dignified working conditions, fair remuneration corresponding at least to statutory and industry standards, and respect employees' right to freedom of association and collective bargaining.

Business Ethics and Governance

- Apply zero tolerance toward corruption, bribery, fraud, and any conflict of interest, both toward employees and business partners.
- Protect confidential data, intellectual property, and personal data of employees and partners in accordance with cybersecurity requirements and the GDPR.
- Comply with fair competition rules and ensure safe and confidential channels for reporting misconduct (whistleblowing) in accordance with applicable legislation.

Emissions and Climate Footprint

- Monitor and report greenhouse gas emissions (Scope 1 and Scope 2), with an outlook toward including Scope 3 in the future.
- Publish a sustainability report twice a year, containing an overview of emissions and progress in reducing them.
- Pursue the long-term reduction of the company's carbon footprint through more efficient use of energy, technologies, and processes, and set relevant targets.

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