



OCCUPATIONAL HEALTH AND SAFETY POLICY AND BUSINESS CONTINUITY

ADR TEL

Consistent with the ADR Group's Integrated Policy, ADR Tel's Senior Management has issued this Occupational Health and Safety and Business Continuity Policy, which defines its objectives and commitments.

ADR Tel Management has always aimed to provide ICT solutions for airport communities in compliance with the standards defined by the parent company, ADR, ensuring its workers, ADR Group personnel and airport users (passengers, attendants, airport operators) adequate management of occupational health and safety aspects and an adequate level of service to guarantee the continuity of services in the APOC Room, committing itself to:

- **meet the mandatory occupational health and safety, infection prevention and control, and business continuity requirements applicable to the services provided;** *compliance with all laws and regulations and other requirements will be monitored through the performance of Internal Audits, conducted by qualified personnel, as well as inspection and surveillance activities;*
- **pursue continuous improvement in the activities carried out, with particular attention being paid to health and safety conditions at work and to business continuity, measuring both the performance achieved in the pursuit of excellence and well-being at work and the resilience of the organisation;** *this objective will be ensured through the measurement of appropriate indicators and the evaluation of the results achieved against the provisions of the Improvement Plan;*
- **eliminate the hazards and reduce the risks to the health and safety of workers, providing safe and healthy working conditions,** *this objective is pursued through the identification of hazards, the assessment of risks and opportunities and the investigation of accidents, incidents and near misses in order to prevent their recurrence.*
- **ensure the integrity and efficiency of ICT equipment, ADR Tel's technical premises and data centres, from a health and safety point of view and to guarantee the operational continuity of the services provided;** *this objective is pursued through the design activities in compliance with regulations, maintenance and inspection of workplaces and services;*
- **strive for continuous personnel education, training, refreshing and awareness-raising, to ensure that everyone performs their tasks in the prescribed manner and with responsibility, professionalism and awareness;** *these aspects will be ensured, with the help of internal audits, by measuring the degree of effectiveness of the training carried out, as well as by promoting personnel consultation and participation in the implementation of company policy, in the risk assessment process and in the definition of prevention and protection measures;*



- **ensure that contractors adhere to this Policy and respect the health and safety and business continuity measures defined by the Parent Company, ADR, and ADR Tel; this will be ensured through careful selection and inspection of suppliers with regard to health and safety and business continuity aspects, including through internal audits;**
- **take into account, in the management of activities, the organisation's internal and external factors, as well as the needs/expectations of stakeholders; this will be ensured through the context analysis and the actions identified therein;**
- **operate using appropriate organisational, technical and operational measures to ensure the operational continuity of the network infrastructure management services and the related systems and applications used for the APOC Room and the related disruption and emergency management and communication processes; this objective will be pursued through the adoption of new elements (models, procedures) aimed at the implementation, efficiency and continuity of the service;**
- **define strategic business continuity implementation guidelines to recover and restore, following a contingency scenario, operations to ensure the functioning of the infrastructure, network and applications used for the APOC Room and the related disruption and emergency management and communication processes; this objective will be ensured through the definition of solutions, strategies and procedures aimed at guaranteeing the ability to operate on a continuous basis, limiting losses in the event of serious disruptions in operations, and recovering data and functions in order to restore services in a timely manner.**

Fiumicino, 02.05.2022

*The Vice President
E. Sorrenti*