

Business Continuity Framework

for the Tecniplast Group

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Glossary and Acronyms

The following definitions, acronyms or abbreviations are used in this document:

DMA

Double Materiality Assessment. The exercise to ascertain which sustainability matters are relevant in terms double materiality.

Doppia Materialità

The criterion which determines whether a sustainability matter shall be included in the company's sustainability report. Double materiality is the union of two concepts: "impact materiality" (the actual, or potential, impact that the company determines on people or the environment) and: "financial materiality" (risks and opportunities arising from the business ecosystem that may influence the company's revenues, cash flows, strategies, position, cost of capital, access to finance, etc.).

ERM

Enterprise Risk Management. A business planning strategy that aims at identifying, assessing, and preparing for any potential impacts, risks and opportunities -both material and immaterial- that may have implications to an organization's operations and objectives.

References

A number enclosed between square brackets [n] in the text refers to the following information sources:

- [1] "Event Management Framework", Tecniplast, ESG/MET72
- [2] "Risk Management Framework", Tecniplast, ESG/MET75
- [2] "DMA Framework", Tecniplast, ESG/MET76

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1 Purpose, Scope, Addressees

1.1 Purpose

The purpose of this document is to provide a general framework and guidelines managing the business continuity of the Tecniplast Group companies in scope (see hereinafter).

1.2 Scope

Tecniplast Group companies as directed by the Sustainability Committee.

1.3 Addressees

All employees of the in scope companies.

2 Methodological Framework

The Tecniplast Group implements Double Materiality Assessment (DMA) and Enterprise Risk Management (ERM) methods aimed at identifying impacts, risks and opportunities which may, positively or negatively, generate consequences towards the concerned stakeholders, or which may, positively or negatively, influence its business strategies and operations.

The Tecniplast Group adopts a unified approach (Event Enterprise Management -EEM) for managing such events, as presented in the method documents (to which explicit reference is made):

- Event Management Framework [1].
- Risk Management Framework [2].
- DMA Framework [3].

Identified events are subjected to an assessment based on their outcome and likelihood occurrence which, combined, determine their "before treatment" relevance.

According to their relevance, these events are then treated by identifying the appropriate actions and assessing their "after treatment" outcome and impact (and therefore relevance).

The comparison between "before treatment" and "after treatment" relevance determines the effectiveness assessment of the treatment itself.

The event register contains the above and, where needed, is supplemented by specific documents that illustrate in greater detail the actions to be implemented in occurrence of the concerned events.

The event register is also complemented by an action plan that summarizes the above.

- Special treatment is reserved for those events identified as:
- Negative impacts.
- Risks.

As such, these events may undermine business continuity.

3 Business Continuity Framework

The following definition of Business Continuity Framework (BCF) is provided:

A set of action plans and guiding principles to be applied in the immediate occurrence of events which, by their nature, can undermine the continuity of the company's operations.

As such, the BCF consists of two components:

- **Disaster Recovery**
The set of action plans to be activated in case of predictable and particularly significant negative events.
- **Emergency Guidelines**
The set of guiding principles and general lines of action to be activated in the face of negative events which, due to their unpredictability, have not been recorded in the event register.
Emergency Guidelines are a short-term approach, aimed to support a response to imminent or already manifest threats for which specific countermeasures are not documented.

More in details:

3.1 Disaster Recovery

Negative events that:

- Exceed a relevance threshold set by the event management policy and which were deemed by the Risk Management Team or the Sustainability Committee as requiring detailed treatment.
 - Although not exceeding the aforementioned threshold, were nevertheless deemed by the Risk Management Team or the Sustainability Committee as requiring detailed treatment.
 - Have already manifested themselves in the past and which were deemed by the Risk Management Team or the Sustainability Committee as requiring detailed treatment,
- are subject of specific documents that illustrate the countermeasures to be adopted and assign the appropriate action accountabilities and workflow in the event of their occurrence.

These documents are systematically reviewed (at least annually, or whenever the situation calls for) as part of ERM/DMA activities.

Explicit reference is made to them

3.2 Emergency Guidelines

Emergency Guidelines must be applied by anyone able to intervene, in the following descending priority order:

People Protection

- Do not put personal safety at risk in carrying out the below actions. If possible, wait for the intervention of appropriately trained personnel.

- Remove people capable of moving (no matter whether they are employees or not) from the dangerous situation.
- Provide aid to people unable to move, in compliance with first aid rules and practices and except as above specified.

Tangible Asset Protection

- Do not put personal safety at risk in carrying out the below actions. If possible, wait for the intervention of appropriately trained personnel.
- Secure tangible assets that cannot be moved.
- Remove tangible assets that can be moved from the dangerous situation

Remarks

1. IT equipment (Hardware, Software and information contained therein) are to be deemed as part of the "tangible assets" category.

Intangible Asset Protection

- Do not put personal safety at risk in carrying out the below actions. If possible, wait for the intervention of appropriately trained personnel.
- Disconnect company devices from the wired network, deactivate the WiFi connection, turn the devices off.
- Remove physical media (e.g. documentation) on which restricted, or strictly restricted information is stored, from the dangerous situation.

Perimetral Protection

- In case of a perimetral protection break, notify security services to block unauthorized access.
- Notify Law Enforcement Agencies.

Restoration of essential operating conditions

- Do not put personal safety at risk in carrying out the below actions. If possible, wait for the intervention of appropriately trained personnel.
- (Re)activate, as soon as possible, utilities that allow further recovery actions.

4 Crisis Committee

4.1 Structure and Tasks

The Crisis Committee is a group of people, with the appropriate preparation and the necessary decision-making powers, capable of mobilizing and directing business continuity operations

Permanent Crisis Committee

The Permanent Crisis Committee is made up of people who, once appointed, remain in office until the appointment is revoked.

The company appoints the Permanent Crisis Committee, defining their role and specific accountabilities.

The ways through which the members of the Permanent Crisis Committee can be reached are defined by the Permanent Committee itself.

Extended Crisis Committee

According to specific needs, the Permanent Crisis Committee can appoint additional Persons, assigning them specific tasks.

4.2 Crisis Committee Activation

Regardless of whether the event is the subject of the Disaster Recovery or the Emergency Guidelines, the Permanent Crisis Committee must be immediately notified of the situation, indicating:

- The “Emergency Alarm” situation and its severity level.
- The place and time of occurrence.
- A concise description of the event.
- Who (e.g. surveillance services, law enforcement agencies) has already been notified.
- (if available) a first estimate of presumed damage to people and/or property.

The Crisis Committee defines and makes known to all company’s employees the ways through which to proceed with immediate notification of the situation (e.g. emergency phone number).

Activating the Crisis Committee as soon as possible is a duty of whoever is in the position to do so.

Remarks

1. A way to objectify the severity level may be to use a quali-quantitative level scale (e.g. 1, 2, 3, or green, yellow, red). Should a scale be used, the Crisis Committee defines its structure and meaning

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