



**EXTRACT OF PROCEDURE PS 01 SOCIAL ACCOUNTABILITY SA8000 AND
GENDER EQUALITY UNI PDR 125
TARKETT
Rev.04 15.05.2024**

**ISSUES MANAGEMENT AND IMPLEMENTATION OF CORRECTIVE
ACTIONS**

To ensure to all workers and all stakeholders easy communication of reports on the issues concerning SA8000 and UNI PDR 125, Tarkett spa established a system of forwarding of reports:

To the Company Tarkett s.p.a.:

- via anonymous box in the site (at the entrance to the administration building)
- delivered by hand to one of the members of the SPT (Social Performance Team) or of the Guiding Committee
- e-mail: odv.it@tarkett.com directly to the Supervisory Board pursuant to Legislative Decree 231/2011
- by mail: Tarkett S.p.A. - Via S. Anna, 6, 05035 Narni (TR) – to the attention of Representative of workers for Social Responsibility and/or Guidance Committee

To the Certification Body SGS:

- e-mail: sa8000@sgs.com

To SAI (only for SA8000):

- by mail: SAAS, 220 East 23rd Street, Suite 605, New York, New York 10010, USA
- e-mail saas@saasaccreditation.org

- fax: +212-684-1515

Communications can be anonymous or signed according to will.

Tarkett s.p.a. prepared the report form MSA 00 to make a written report, made available in the site for completion near the box for reports or attached to this procedure.

The reports received must be recorded in the form MSA01 "Management reports SA8000 and UNI PDR 125" and treated involving RLRS (Representative of workers for Social Responsibility) and other members of the SPT and of the Guidance Committee and any functions concerned.

For each message received corresponds the opening of a relief by RLRS and the other members of the SPT and of the Guidance Committee which analyze the event.

RLRS and other members of the SPT and of the Guidance Committee monitor with reasonable frequency that signaling is managed by the relevant department and cooperate in the verification of the close of the reporting corrective actions.

It is the responsibility of SPT and of the Guidance Committee to send to the interested party the feedback about taking charge and any corrective action reporting.

Depending on the type of the report (whether signed or anonymous) the feedback is notified in the following ways:

signed report: reporting directly to the person who submitted the notification

anonymous report: it is exposed in the communication board the recommendation made, the successful take-over, the corrective actions to do or done.

Tarkett spa guarantees the completion of every type of effort and concrete action aimed at providing a solution to the highlighted problem and preventing the occurrence of similar or similar situations.

Tarkett spa does not implement any form of retaliation or discrimination against the author of a complaint.



SOCIAL ACCOUNTABILITY - GENDER EQUITY REPORTING ISSUES FORM SA8000 - UNI PDR 125

Date (OPTIONAL):

Name (OPTIONAL):

KIND OF ISSUE

- | | | |
|--|--|---|
| <input type="checkbox"/> hiring | <input type="checkbox"/> salary | <input type="checkbox"/> access to training |
| <input type="checkbox"/> advancement | <input type="checkbox"/> layoff | <input type="checkbox"/> retirement |
| <input type="checkbox"/> race | <input type="checkbox"/> class | <input type="checkbox"/> origin |
| <input type="checkbox"/> religion | <input type="checkbox"/> handicap | <input type="checkbox"/> gender |
| <input type="checkbox"/> age | <input type="checkbox"/> trade union membership | <input type="checkbox"/> political membership |
| <input type="checkbox"/> nuisances | <input type="checkbox"/> coercions | <input type="checkbox"/> mobbing |
| <input type="checkbox"/> religious grounds | <input type="checkbox"/> pregnancy or childbirth | <input type="checkbox"/> child labour |
| <input type="checkbox"/> other (detail) | | |

DETAILS/ DESCRIPTION

Briefly describe the problem situation of social responsibility reporting, give many details as possible

SUGGESTIONS (optional)

Return one or more recommendations to prevent and / or eliminate the situation encountered and described above