

Policy for External Supplier Access

Stemin S.p.A., in compliance with current occupational safety regulations (Legislative Decree 81/2008 and subsequent amendments), has implemented a dedicated Supplier Portal for managing the access of external personnel to its facilities. Access is granted exclusively to suppliers who have successfully completed the qualification process via the portal and have received approval.

1. Registration and Document Upload Requirement

All suppliers must be registered on the Supplier Portal and must upload, **at least 3 days prior to any scheduled work**, the company and personnel documentation required for site access. All documentation must be:

- Complete
- Up to date
- Compliant with current regulations and company requirements

2. Alert System and Supplier Responsibility

The portal includes an automatic alert system that notifies the supplier 30 days before the expiration of any documents that require updating. If the updated documents are not uploaded by the deadline, the supplier will lose their authorization to access the site. It is the sole responsibility of the supplier to monitor their document status and ensure they are approved prior to accessing the facility.

3. Access Conditional on Approval

Stemin S.p.A. reserves the right to deny site access in the following cases:

- Expired or unapproved documentation
- Incomplete or non-compliant documents with respect to the required standards

These restrictions apply to all suppliers, including regular contractors or those with scheduled activities.

4. Work Scheduling

In the case of planned activities, suppliers are required to verify their document approval status at least 3 working days in advance to avoid delays or disruptions caused by access irregularities.

Sede Legale e Amm e Unità Produttiva

Via Marconi, 67
24040 Comun Nuovo (BG) - Italy
T. +39 035 4549040 - F. +39 035 4549043

Unità Produttiva

Via Marconi, 41
24040 Comun Nuovo (BG) - Italy
T. +39 035 595774 - F. +39 035 334413

Unità Locale

Via Kennedy, 4/A
24040 Ciserano (BG) - Italy
T. +39 035 4820699 - F. +39 035 4810300



Membro degli Accordi di Mutuo
Riconoscimento EA, IAF e ILAC
Signatory of EA, IAF and ILAC Mutual
Recognition Agreements
ISO 9001 **SGQ N°044MS:2116817**
ISO 14001 **SGA N°0044MS:2116819**
ISO 45001 **SCR N°044MS:2116818**



Certificato AEO
IT AEOF 12 0625



Organizzazione con CFP Systematic
Approach certificato da Bureau Veritas Italia
Spa in conformità alla norma ISO 14067:2018



Dichiarazione di verifica IT330422-1 del:
21 marzo 2024 relativa all'inventario dei GHG
rilasciata da Bureau Veritas per l'anno solare 2022

5. Purpose of the Policy

This policy aims to:

- Ensure a safe working environment for all internal and external personnel
- Ensure regulatory compliance regarding health and safety
- Prevent operational inefficiencies due to lack of access authorizations

6. Cooperation and Contact Information

Stemin S.p.A. requires the full cooperation of all suppliers to ensure a smooth and compliant access process to company sites.

For technical support or inquiries related to the portal, please contact our team at: sicurezza@steminspa.it and dms@sistemigestioneintegrata.eu

Latest update: 17th July 2025

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IT AEOF 12 0625



Organizzazione con CFP Systematic Approach certificato da Bureau Veritas Italia Spa in conformità alla norma ISO 14067:2018



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