Management Manual Revision 0-10/2016 Company Policy



I. Introduction of the company

Founded in 1997, the company RECA plastics GmbH has focused on the production, processing and treatment of plastics at its location in Koblenz.

The RECA PUR GmbH with its location in Mömlingen was taken over on May 1st, 2013 as a 100% subsidiary by RECA plastics GmbH. In 2016, the RECA pur was integrated in the RECA plastics GmbH at its location in Koblenz.

We are a well-known company in the area of polyurethane and Vulkollan[®]. Decades of experience and competence as well as engagement has made RECA plastics[®] to a leading manufacturer worldwide.

As full-service provider, we deliver- together with our powerful partners- polyurethane, Vulkollan® and thermoplastic materials.

Our machinery allows a wide range of innovative products. Our portfolio includes e.g. Recathan® semi-finished products, molded parts, or concrete-wear parts of 55-degree Shore A to 70-degree Shore D. As a Covestro license partner, we also produce Vulkollan® D15 in a hot casting process.

We manufacture waterjet cut segments, tailor-made turned and milled components, either individually or in series, according to your requirements. The production of semi-finished products and molded parts are carried out on state-of-the-art casting machines. Together we find solutions, create new synergies and offer you a varied range of products and services.

The RECA plastics GmbH has a TÜV-certified Quality Management System according to DIN EN ISO 9001. Detailed information is available on www.reca-plastics.com.

RECA plastics GmbH is striving for the international trade as Global Player.

II. Company guidelines

1) Quality is the fulfillment of requirements

The Quality requirements, which are externally issued to us or that we issue internally, can only be achieved by quality-conscious acting of all employees with the company in long-term.

2) Our Quality concept has to be clear to all partners of the company

It is the task of the management and the executives, to realize the company's objectives by means of the Management system. Personal model and a cooperative management style are essential preconditions, to demonstrate and promote the quality awareness, both internally and externally.

3) All employees are responsible for Quality

All employees are supplier and customer at the same time with the results of their own work. They are responsible for the quality of their working results.

4) Working conditions

The continual improvement has also following aspects during the daily work:

- productive and achievement-motivating working conditions
- responsible design to environmental protection, occupational safety and health policies
- promotion of each employee by an open and fair working atmosphere
- Teamwork that is based on mutual trust and respect
- personal engagement, individual participation, integrity and reliability of each employee

5) Quality Management is job security

The Management system at RECA plastics GmbH is a long-term based process of advancement that contributes to cost reduction within the company and therefore increasing its competitiveness.

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III. Quality policy

1) CUSTOMER

We want to create a convincing quality by having skilled employees, by using a modern machinery and own efficient processes, so to be the best possible partner for our customers.

We implement the needs and expectations of our customs and guarantee full compliance of the requirements asked of us.

We aim at a 100% satisfaction of our customers

2) MANAGEMENT

The Management encourages the motivation of the employees for high performance and develops an open cooperative atmosphere with the employees towards a responsible-minded work according to the company's guidelines.

3) EMPLOYEE

Our employees are the most important resource of our company. We develop and encourage the abilities and performances of all employees by extensive training measures, which do not only aim at the knowledge of the individual work place, but also the engagement, creativity and motivation- thus to achieve and increase the work performance.

4) CORPORATE MANAGEMENT

The Management assures that the Management System can reach the planned results. In the event of nonconformities, defects and their causes will be fixed or reduced to an acceptable minimum by measures within the continual improvement

The corporate management assures furthermore that all legal of other requirements are implemented.

The management and the executives commit themselves to plan, implement and evaluate the efficiency of the necessary measures and activities regarding the risk assessment and its handling of risks and opportunities.

5) PRODUCTS

We want to stay a powerful partner for the technical trade, engineering, mining, concrete industry and the off-shore-industry by providing state-of-the-art products.

6) CONTINUAL IMPROVEMENT

Our activities are determined by the regulations of the continual improvement for optimizing all operational processes. Each employee is responsible for the quality of his / her work. The corporate management and all employees improve constantly all processes for the advancement of the quality, productivity and renovations.

7) ECONOMY

The planned cost structure, which is based on the optimal capacity utilization and sophisticated processes, leads to an increase of our efficiency and successful improvement of our market position as powerful partner for our customers.

8) ENVIRONMENT & SOCIETY

We contribute to sustainable social development and promote economic growth by our activities. We preserve and protect our environment by strict compliance with our general guidelines for environment, occupational safety and health protection.

IV. Guidelines of environmental policy

- Supporting employees' sense of responsibility towards environment
- Compliance with all relevant legal environmental regulations
- Checking and evaluation of all activities and their impact on the environment
- Continual improvement of environmental impacts

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- Prevention and most possible reduction of environmental impacts
- Planning and implementation of measures for preventing failure-related emissions of substances and energy

V. Guidelines of occuppational safety and health protection

We contribute to the continued existence and success of our company by establishing and maintaining a safe, healthy and efficiency-enhancing work environment and a comprehensive health management. We live up to our responsibility towards our employees, fellow human beings and following generations. We commit ourselves to minimize the impacts on safety and health of our employees and to continuously improve them. The management and the employees commit themselves to this safety policy

Our corporate philosophy towards occupational safety and health protection reflects in following guidelines:

The corporate management aims to avoid accidents, almost accidents, injuries, occupational diseases and disability and to exclude safety risks of work-related health risks and unsafe situations:

This shall be realized by attaching more importance on the factors, which jeopardize the safety and health of employees and third parties, than on economic considerations.

The possibility of material and immaterial damages is kept as low as possible by consistent striving for improvement of work methods.

The accident prevention regulations stipulate teamwork and input of all forces in order to achieve this objective.

Health-orientated, safe and environmental work methods, social and professional competence are not only as important as quality of work, but indivisible connected with them:

We take on responsibility to realize this.

Furthermore, all employees are instructed to follow the respective safety briefing.

The company commits itself to the continual improvement of the occupational safety and health management system by continual checking of processes and procedures and by defining corrective and preventive actions.

The company commits itself to express again and again the existence as well as the distribution of this declaration of principles to their employees during the safety briefings in order to underline the importance of this declaration.