

FCP - Statement on the Company Policy

*The Intranet shows the documents in their effective version. Verification of effectiveness is with the user!
Refrain from applying replaced or invalidated documents!*

FCP (FCP Fritsch, Chiari & Partner ZT GmbH) service providers oriented according to the below-mentioned guidelines and aligning its actions according to the principles expressed in the documented integrated management system.

Company Focus

- The focus of our company are services in the fields of design, static and structural design, project management, technical and financial control, check engineering, research, site supervision and health & safety engineering as well as immission control.
- Particular importance is attached to reaching the project objectives of our client in accordance with the contract. In this process we give 100% support to our client on the basis of our knowledge and our integrity. Our priorities are maximum quality as well as adherence to delivery dates and the budget.

Compliance

- The management commits itself to completely implement and observe the legal requirements relevant for our service provision.
- The indispensable principle of our action is to act with ethical correctness and integrity in every situation and at the same time to respect the rights we have voluntarily and consciously imposed on ourselves by our services. Such a behaviour is expected from every single staff member always and everywhere and is also considered within the scope of cooperation with our business partners.
- The management has assigned a Compliance Officer for the observance of legal compliance. These tasks are taken over by Ms. Evita Reich-Schröttner. Our compliance guidelines are described in the Code of Conduct in the integrated management system and can be publicly accessed via the FCP homepage.

Data Protection

- The management takes the protection of personal data very seriously. We treat personal data of all staff members, business clients and third persons confidentially and according to the legal data protection provisions as well as the data privacy statement. The contact person for data protection is Mr. Georg Fritsch.

Staff Members

- Our staff members have the ability to act independently and to quickly react to new needs. In this field the corporate policy is also delegated to all staff members.
- General and individual human resources concepts in terms of personnel development are integral parts of our management policy.
- We support a creative working environment.
- All staff members are actively involved in the responsibility relating to quality and therefore contribute to the integrated management system – each in his/her position. Thus, our staff members are requested to continuously contribute to the improvement of the integrated management system. This is also promoted by regular meetings, the system for continuous improvement and other appropriate measures as for example instruction, trainings, strategic work etc.

Service

- We define service provision as the sum of all measures for reaching the targets agreed.
- All staff members in the services sector act in a quality-oriented way.

Management

- Our management team considers the individual characteristics of our staff members in the internal area.
- We solve our conflicts by balancing interests.
- The management considers the support of the sense of responsibility and the quality awareness of the staff members as well as the basic regulation of competences and processes for all activities and factors regarding quality an important task.
- The management commits itself to apply the documented integrated management system. The management regularly informs itself about the quality situation in order to be able to assess the effectiveness of the integrated management system, to continuously improve it and supervise its effectiveness.

Communication

- We encourage our staff members to freely express their opinions, find new ideas and develop proposals for improvements in performance and quality.
- We communicate our approach and the company objectives to all staff members and keep them informed on the company's policy, target achievement and results.

Public Relations

- We regard ourselves as integral part of society and support open information and communications policy internally and externally.

Environmental Policy, Sustainability, Safety and Health Protection

- The care of the environment has a high priority in our activities. Thereby we would like to help preserve the opportunities of future generations.
- We commit ourselves to protect the environment and in particular to minimize environmental impacts due to our activities.
- The management provides that the environmental management system is applied for the whole company and in particular that core processes consider the implementation of the environmental management system during service provision.
- The health and safety of all our staff members is very important to us. The management feels committed to apply all necessary measures to ensure the safety and health protection of all the staff members.
- We see it as our task to strengthen the awareness of our staff members for the environment, health and safety and to completely comply with the respective legal provisions.

Social Skills

- Social skills vis-à-vis all our staff members as well as esteem and promotion are part of our self-image.

Integrated Management System (IMS)

- All instances mentioned in the integrated management system are responsible for keeping the provisions for quality assurance regarding the services to be performed in all fields of their competence. This also includes the responsibility of the staff members to provide for the observance in their field of responsibility.
- The representative of top management responsible for the integrated management system is Dr. Günther Achs, who is also managing director in the company. The tasks of the management system representative (MSB) are taken over by Ms. Evita Reich-Schröttner. She is responsible for the implementation and maintenance of the integrated management system as well as for the information of the partners on the IMS system.
- All sectors of the company have access to the manual, the IMS process descriptions and other relevant documents.
- We commit ourselves to continuously improve the integrated management system.

FCP - Statement on the Company Policy

*The Intranet shows the documents in their effective version. Verification of effectiveness is with the user!
Refrain from applying replaced or invalidated documents!*

- The integrated management system comprises all fields of the company FCP.

Risk and Opportunity Management

- All executives continuously consider the processes dedicated to them as risk owners in their own area of responsibility. Measures are determined and regularly checked for effectiveness due to an assessment of the risks. Every risk that was overcome can represent an opportunity for future projects.

Innovation Management

- FCP pursues an integrated approach for innovation management and has introduced a structured innovation process in the company. Ideas and trends can be identified via the FCP innovation platform to be able to implement innovation projects in future and thus develop new business areas. In this connection it is important to develop opportunities for an exchange and to offer training to employees to be able to further disseminate innovation methods.

Vienna, 01 September 2023