# SUPPLIER ACCESS RULES IN ILLYCAFFE'
# (Trieste Plants)

PROCUREMENT DEPARTMENT

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# 1. Introduction

For better oversight and safeguarding of the safety of people, environments, and company assets, illycaffè has implemented this regulation regarding access and internal circulation of suppliers within the company. The following regulation is to be considered valid at all illycaffè plants in Trieste.

# 2. Definitionsand and Tools

**Badge:** These are personal cards that cannot be transferred to anyone other than the holders.

**Turnstile:** A rotating bar structure designed for single pedestrian access within the company perimeter**.**

**Barrier:** A movable element for vehicle access and to define the company perimeter.

**Suppliers:** Suppliers are entities that have an economic relationship with illycaffè to provide products

# 3. Access Rules in the Company

## 3.1. Suppliers

Within the framework of this regulation, two macro-categories are considered, to which different recognition tools apply:

"Continuous" Suppliers: These are entities that provide services under a specific contract with illycaffè, within the company perimeter, with continuity of more than 1 month or with predetermined periodicity (e.g., 2 days a week for 6 months). These are mainly procurement contracts and include both companies (individual and/or legal) as well as the individuals who have a collaborative relationship with them and are employed for the execution of the contract. Permanent consultancy also falls within this category when it operates mainly within the company perimeter. This type of supplier is assigned a Technology Badge.

"Occasional" Suppliers: These are entities that provide services under a specific contract with illycaffè, mainly outside the company perimeter, or, if this happens internally, the

duration of the activity is less than 1 month or without predetermined periodicity. This category includes suppliers (collaborators or business owners) who access illycaffè for meetings, visits, presentations, etc. This type of supplier is assigned a paper Badge.
It should be noted that the terms “Continuous” and “Occasional” refer to the duration of the supply within the company perimeter and not to the full period of the supply (therefore, a supplier who has a long-term relationship with illycaffè, but whose service is carried out outside the company perimeter, is considered "Occasional," as they will only occasionally be on the company premises, for example, for meetings, presentations, etc.).

### 3.2. Badges

These are personal cards that cannot be transferred to anyone other than the holders. They can be of 2 types:

*Technological*: These are equipped with proximity technology detectable by antennas placed at the entrances. They are used by people who need to access the company perimeter with a certain level of continuity.
The issuance of technological badges for suppliers is subject to the completion of the accreditation procedure by the Procurement Department, which will forward the request to uffsec@illy.com.

These badges are programmed based on the durations of the contracts that determine their issuance. Under no circumstances is the transfer, even temporarily, of the badge to anyone other than the holders allowed.
At the end of the contractual relationship with illycaffè, the badge must be returned to the Control Room. If an Accredited Collaborator of an illycaffè supplier terminates the contractual relationship with their employer, the employer must promptly collect the Badge and deliver it to the Control Room without delay.

In the event of a lost Badge, the Supplier must immediately notify the Security Office (uffsec@illy.com).

Example: (Gray Band)



*Paper:* These are devoid of proximity technology and have a limited lifespan.

Example: (Red Band)




All holders of both technological and paper badges must display them visibly throughout their stay in the company. It is confirmed that visitors must always be welcomed at reception and accompanied by the internal illycaffè contact person for every movement during their stay in the company.

Note: Accredited suppliers' vehicles may access through the gates using the reserved manual entry procedure.

### 3.3. Use of Equipment.

The Badges use proximity technologies, which activate the barriers and/or turnstiles, allowing transit, with the simple display towards the antennas located near these devices.

If there are multiple people in a vehicle (car, scooter, motorcycle, etc.), only the driver will be able to access through the vehicle entrance with the opening of the barrier; passengers must enter through the pedestrian turnstile.
Technological badges, in order to allow the transmission of the signal and verify the existence of access credentials within the company, must be displayed towards the antennas.

The following graphic defines the access methods based on the subject and the place of transit:

| Chi | Modalità | Dove | Come |
|---|---|---|---|
| COLLABORATORE E FORNITORE CONTINUATIVO | PEDONALE | VIA FLAVIA 110 | BADGE AL TORNELLO |
| | | VIA FRIGESSI 1/1 | |
| | | VIA MALASPINA (DISTRIPARK) | |
| | CARRAIO (con mezzo)** | PARK ESTERNO DI VIA FRIGESSI* | BADGE ALLA SBARRA |
| | | VIA FRIGESSI 1/1 | TRANSPONDER (collaboratori) ACCREDITAMENTO MANUALE INGRESSO (fornitori) |
| | | VIA MALASPINA (DISTRIPARK) | |
| FORNITORE OCCASIONALE** | PEDONALE | VIA FLAVIA 110 | ANNUNCIARSI AL CITOFONO E RAGGIUNGERE LA RECEPTION |
| | CARRAIO (con mezzo) | | ANNUNCIARSI AL CITOFONO, PARCHEGGIARE E RAGGIUNGERE LA RECEPTION |
| | | VIA FRIGESSI 1/1*** | REGISTRAZIONE INGRESSO AD OPERA DELL'ADDETTO DI PORTINERIA |
| | | VIA MALASPINA (DISTRIPARK)*** | |

Parking under the elevated road: Parking is allowed even for vehicles without a transponder.

*Suppliers without a transponder or badge: They can access the parking area after registering at the concierge.

**Cooperative staff: Cooperative staff members, who are equipped with a technological badge, can access without a vehicle.

***Access from Via Frigessi and Via Malaspina: These accesses can only be used if explicitly authorized in advance and are necessary for the execution of the supply-related task.

Currently, the site at Via Caboto 19 (former Francis Francis headquarters) is not equipped with technological systems to support access. The current provisions will be maintained, meaning pedestrian access only.

Suppliers using company vehicles, for legitimate work-related reasons, may also use the vehicle entrance without specific registration.

Anyone accessing the site by bicycle can do so through the pedestrian gates, where access is permitted with the technological badge only.

In exceptional cases, if any holder of a technological badge is temporarily without it, they must notify the concierge, who will instantly verify their credentials and allow access.

The same procedures for entering the company perimeter must be followed during exit. This ensures that the Security Office can always track who is physically present within the company perimeter, particularly in unforeseen emergency situations.

### 3.4. Opening Hours of the Entrances

The schedule and opening hours of the various entrances are defined as follows.

| Ingressi | Lun - Ven | SAB | Festivi, Prefestivi e Ferie Collettive |
|---|---|---|---|
| VIA FLAVIA 110 (Pedonale e Carraio) | 8:00 – 18:00 | CHIUSO | |
| VIA FLAVIA 110 (Reception) | 8:00 – 18:00* | CHIUSO | |
| VIA FRIGESSI (Portineria) | 5:30 – 22:30 | 5:30 – 13:00 | CHIUSO |
| VIA MALASPINA (Distripark) | 5:30 – 22:30 | CHIUSO | |
| VIA CABOTO (Pedonale) | 8:00 – 18:00 | CHIUSO | |

### 3.5. Internal Traffic, Use of Parking, and Access to Buildings

Internal Traffic, Use of Parking, and Access to Buildings

It is essential to exercise the utmost attention and caution in internal circulation, as a general and fundamental principle.

The safety regulations in use are therefore reaffirmed and outlined below:

• Proceed at walking speed (20 km/h), paying attention to other vehicles and people walking.

• Overtaking moving vehicles or stationary vehicles for accreditation or identification operations at the entrances is not permitted.

• Park only in spaces marked by white lines (spaces) (blue for guests – yellow for service vehicles – red for emergency vehicles).

• Overnight parking of vehicles belonging to accredited Suppliers (technical vehicles, trucks, etc.) must be communicated and agreed in advance with the Security Office (uffsec@illy.com).

• Loading/unloading of goods is allowed in the presence of illycaffè personnel responsible for receiving/shipping, or – for supplies needed for the execution of an

internal contract within the company perimeter – in the presence of personnel appointed by the contractor (e.g., for catering services supplies).

• Loading/unloading of equipment for specific maintenance work, projects, etc., is allowed between 8:00 AM and 5:00 PM, or alternatively, according to instructions given by the Plant Technical Office or the Building Service Office, coordinated with the Security Office.

• Employees of "Continuous" Suppliers can work within the company perimeter only in the presence of illycaffè personnel or alternatively if explicitly authorized by uffsec@illy.com, using the security service.

Company buildings are accessible through the entrances listed below:

| Sede | Edificio | Entrata |
|---|---|---|
| Via Flavia | H | Reception (1) |
| | | Scala A (2) |
| | | Scala B (3) |
| | Ernesto Illy | Ingresso impiegati (4) |
| | | Ingresso operatori (5) |
| | M | Lato giardino (6) |
| | P (lato via Flavia) | Uffici (7) |
| | | Infermeria (8) |
| | | Servizi Tecnici (9) |
| | D (1 e 2) | Via Parisi (10) |
| | C | Lato Bancomat (11) |
| | | Giardino Interno (12) |
| | | Centrale Termica (13) |
| | Stabilimento | Da dentro edificio C attraverso la porta a vetri* ubicata in prossimità del laboratorio (14) |
| Via Malaspina | Distripark | Tutti gli ingressi sono utilizzabili in funzione dei ruoli e delle mansioni assegnate |
| Via Caboto | Francis Francis! | Tutti gli ingressi sono utilizzabili in funzione dei ruoli e delle mansioni assegnate |

* Please remember that emergency exits are exclusively designated for this purpose.