


PromoNotes Ltd.			
	INTEGRATED MANAGEMENT SYSTEM BOOK	Effective from: 28.02.2025 Replaces from: 12.11.2024	
		Page 1	Page 8

TABLE OF CONTENTS:

Introduction2

1. PART ONE3

 1.1. Company Presentation 3

 1.2. Company Policy 3

 1.3. Organisational structure of the company 4

2. PART TWO.....5

 2.1. Scope of the IMS 5

 2.2. Documentation structure..... 5

 2.3. Principles of managing the IMS Book..... 6


3. PART THREE7

 3.1. Process approach 7

 3.2. List of processes carried out at PromoNotes Ltd. and the links between them 8

 3.3. Detailed description of the processes carried out at PromoNotes Ltd. 8

 3.4. List of changes..... 8

PromoNotes Ltd.			
	INTEGRATED MANAGEMENT SYSTEM BOOK	Effective from: 28.02.2025 Replaces from: 12.11.2024	
		Page 2	Page 8

Introduction

The Book of the Integrated Management System is a document developed for the needs of the PromoNotes Ltd. and its customers, covering three main parts:

PART ONE: Informative nature

It contains general information about our company and its management structure, including:

- Company presentation,
- Integrated Management System (IMS) policy and accompanying policies,
- Chart of the organisational structure of the company.

PART TWO: Introduction to the Integrated Management System


Describes the fundamentals of an integrated management system, covering:

- Scope of application of IMS in the company,
- Documentation structure,
- Management principles of the IMS Book.

PART THREE: Detailed description of the IMS

It focuses on specific aspects of IMS, such as:

- Process approach,
- Links between implemented processes,
- Description of processes.

PromoNotes Ltd.			
	INTEGRATED MANAGEMENT SYSTEM BOOK	Effective from: 28.02.2025 Replaces from: 12.11.2024	
		Page 3	Page 8

1. PART ONE

1.1. Company Presentation

PromoNotes Ltd. is a family-run company with over 30 years of tradition, which is passionate about producing the highest quality of individually printed advertising products made of paper. Since its foundation, the company has constantly pursued excellence, which brings it a lot of satisfaction and happiness. The experience and competence of the PromoNotes Ltd team guarantee the highest quality of the offered products as well as innovation and flexibility in operation.

We specialise in the production of fully customised advertising products, such as notebooks and book calendars, self-adhesive notebooks, and a variety of products in covers including self-adhesive notebooks, spiral notebooks, desk calendars and many others. Since 2016, we have been certified by the Forest Stewardship Council® (C131646), allowing us to offer FSC® certified products with our range including many eco-friendly or fully recycled materials.

We are proud to inform that our company PromoNotes Ltd. has been awarded the EcoVadis bronze medal for our commitment to sustainable development. This prestigious award confirms our efforts in social responsibility, environmental protection and ethical management. At PromoNotes Ltd., we believe that sustainability is the key to the future. Our activities focus on minimising our environmental impact, supporting local communities and promoting ethical business practices. With EcoVadis certification, our customers can be confident that they are working with a company that cares about the planet and society.

We actively promote our products and technological capabilities through, among other things, regular participation in fairs of promotional articles held in many European countries. We have a very wide range of machinery, including both printing machines and bookbinding machines, which enables us to provide a comprehensive, fast and very flexible service to our customers.


We own the brand Mindnotes® which has become synonymous with a wide range of notebooks and book calendars. Our products under the Mindnotes® brand are recognised for their quality, variety and elegance, making them the ideal choice for customers looking for unique stationery goods.

Our customers are distributors of promotional items from all over Europe. PromoNotes Ltd. is guided by the principles of ethical conduct and transparency of business processes, as confirmed by the adopted 'Code of Responsible and Ethical Business'. We are a mature, stable and trustworthy organisation, belonging to many European trade organisations bringing together producers and distributors of promotional items.

1.2. Company Policy

The Integrated Management System at PromoNotes Ltd is a comprehensive approach to management that combines elements of quality management, environmental management, occupational health and safety as well as corporate social responsibility. It aims to effectively and efficiently manage the company's activities, processes and resources, as well as enables compliance with the applicable company regulations and legal requirements.

The Integrated Management System Policy (Annex 1/KZSZ) was developed and signed by the Managing Director, as applicable. It is periodically reviewed to ensure its relevance and appropriateness to the context in which the company operates, the requirements of stakeholders and the products manufactured. The Managing Director ensures that the Integrated Management System

PromoNotes Ltd.			
	INTEGRATED MANAGEMENT SYSTEM BOOK	Effective from: 28.02.2025 Replaces from: 12.11.2024	
		Page 4	Page 8

Policy is known and understood by employees at all organisational levels. The communication of the content and substance of the IMS Policy is carried out through:

- use of visualisation techniques - display of IMS Policy on notice board,
- informing employees about their individual tasks, responsibilities and powers by the Managing Director and process leaders,
- explaining to staff in the organisational units how the policy of the Integrated Management System translates into their daily tasks.

In addition, the following were developed and implemented in the company:


- Occupational Health and Safety Policy - Annex 2/KZSZ,
- Environmental Policy - Annex 3/KZSZ,
- Sustainable Procurement Policy - Annex 4/KZSZ,
- Corporate Social Responsibility Policy Annex 5/KZSZ,
- Code of Ethics for Suppliers - Annex 6/KZSZ,
- Code of Corporate Social Responsibility - Annex 7/KZSZ.

Policies and Codes of Conduct contain the overall objectives and statements of the Management Board in relation to the company's customers and stakeholders. The basic principles that guide the company's Management Board in setting objectives for the Integrated Management System are as follows:

- taking into account applicable corporate legal requirements and customer expectations,
- aiming to achieve and maintain a market-leading position,
- continuous improvement of ongoing processes,
- systematic building of a good image for PromoNotes Ltd. among customers and stakeholders,
- rationalising internal and external costs,
- integrating all PromoNotes Ltd employees around shared ideas and values.

1.3. Organisational structure of the company

The organisational structure of PromoNotes Ltd. is an arrangement of organisational units with a set of business relationships between them. At the same time, the structure reflects the distribution of management functions in the field of management, supervision and coordination. The organisational chart of the company is an Annex to the IMS Book (Annex No. 8/KZSZ).

PromoNotes Ltd.			
	INTEGRATED MANAGEMENT SYSTEM BOOK	Effective from: 28.02.2025 Replaces from: 12.11.2024	
		Page 5	Page 8

2. PART TWO

2.1. Scope of the IMS

In defining the scope of the Integrated Management System, consideration was given to:

- the context of the organisation, i.e. the internal and external factors that may influence the approach of PromoNotes Ltd. to setting and achieving objectives,
- relevant requirements of the company's stakeholders,
- products manufactured.

The Integrated Management System includes within its scope the activities and processes realised at PromoNotes Ltd in accordance with legal requirements and the requirements of the standard ISO 9001:2025.

The scope of the system includes the production of personalised paper promotional items such as notebooks, calendars and other products in soft and hard covers.

The implementation of internal processes, the impact of external processes and the requirements of customers and stakeholders are taken into account in the implementation of the manufacturing processes of the goods delivered to our customers.


Design processes have been excluded from the scope of the management system certification (section 8.3 of ISO 9001:2015), as the company manufactures products designed by customers, developing and improving only their production processes. This exclusion does not affect the responsibility and ability of PromoNotes Ltd to deliver a product that complies with customer requirements and applicable legal, environmental and safety requirements.

2.2. Documentation structure

The documentation structure of the Integrated Management System at PromoNotes Ltd. is a structured set of documents, with varying degrees of detail. The Book of the Integrated Management System describes at the strategic level the structure and the basic elements of the entire IMS of PromoNotes Ltd.. Process cards are annexes to the approved Book of Integrated Management System are key documents of the System.

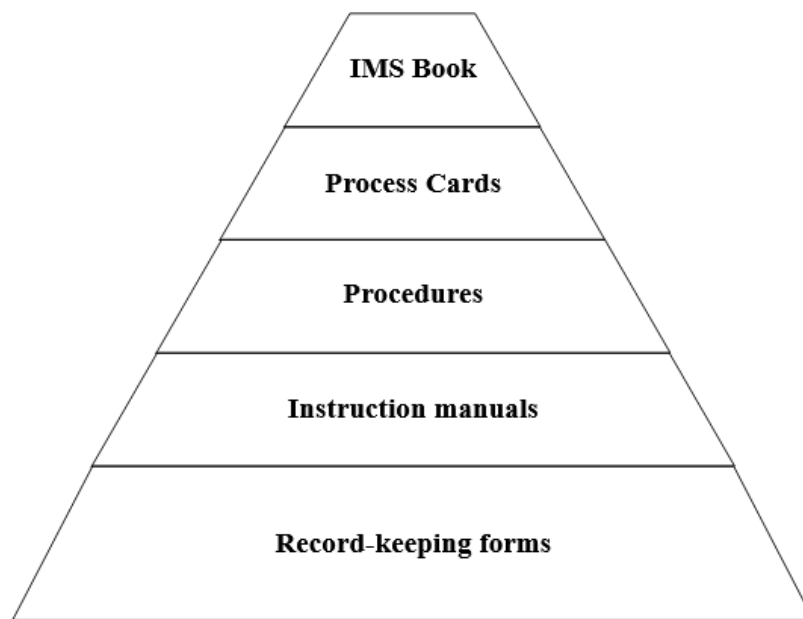
Procedures are documents that play a key role in ensuring the effectiveness, repeatability and compliance of the processes carried out by PromoNotes Ltd. with the requirements of standards, regulations and customer expectations. Procedures are used as a training tool for new employees, ensuring consistent transfer of knowledge and skills necessary for the implementation of processes. Thanks to the implementation and use of procedures, we can effectively implement the IMS policy, minimise the risk of errors and improve our activities in an orderly and systematic manner.

An instruction manual, on the other hand, is a detailed document describing how to perform a specific task or operation in a precise, step-by-step manner. It is mainly intended for executive staff to ensure compliance with quality, safety and performance requirements. Record-keeping forms are evidence of the correct operation of the IMS. They confirm the execution of specific activities and/or their outcome.

PromoNotes Ltd.			
	INTEGRATED MANAGEMENT SYSTEM BOOK		Effective from: 28.02.2025 Replaces from: 12.11.2024
			Page 6

**Mission and Vision
PromoNotes Ltd**

Integrated management system policy



The IMS documentation developed at PromoNotes Ltd. plays a key role in ensuring that the company functions effectively, meets requirements and continuously improves processes. It forms the basis for managing, monitoring and improving activities in the organisation.

2.3. Principles of managing the IMS Book

The Quality Book is the basic document of the implemented Integrated Management System. It presents the processes carried out in the organisation and the links between them, it recalls the established and implemented procedures and instructions.

The IMS Book was created to serve two purposes:

- inform about IMS within the organisation,
- be a guide to IMS - for external customers.

The IMS Book has a modular structure, which allows it to be modified on an ongoing basis when necessary, limiting changes to the necessary minimum. Responsibility for the development, issuance, updating and distribution of the IMS Book belongs to the IMS Plenipotentiary.

Types of copies of the IMS Book:

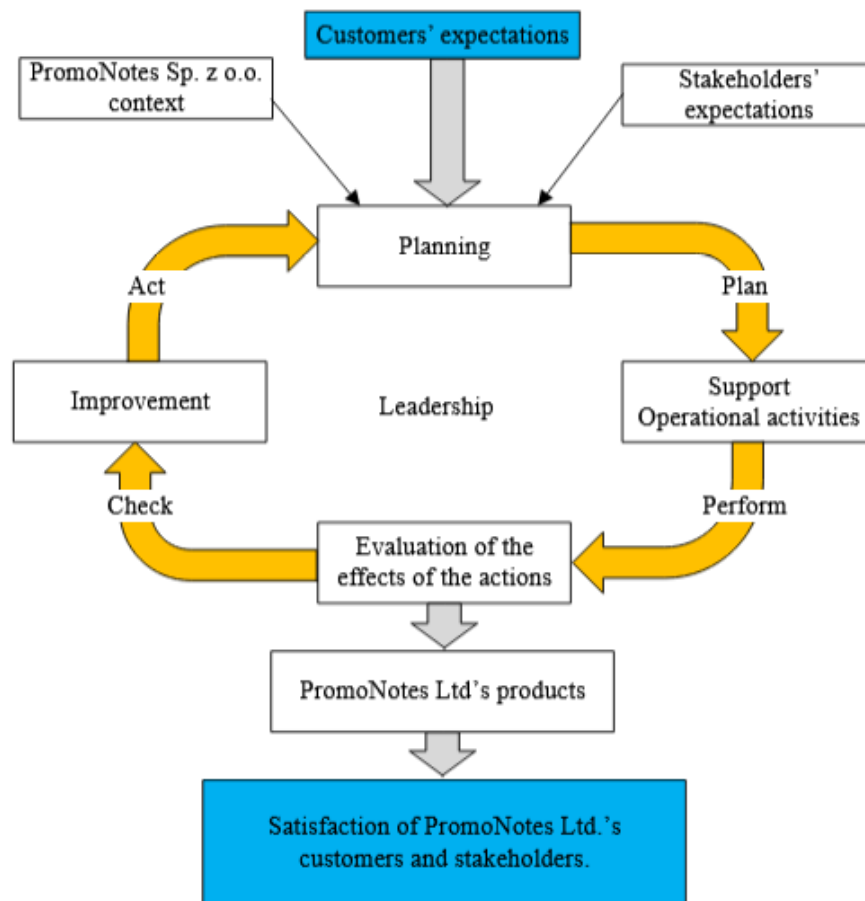
- **Updated copies** - intended for internal use, containing the latest data and information.
- **Informative non-updated copies** - intended for external users, stamped on the title page: 'NON-UPDATED COPY'.


3. PART THREE

3.1. Process approach

The Integrated Management System implemented at PromoNotes Ltd. ensures that the tasks facing the various organisational units are performed in a systematic and repeatable manner.

The structure of this system was shaped in such a way that it supports all employees in performing their daily tasks and creates conditions for their improvement in order to meet the requirements (needs and expectations) of customers. Due to the process approach, the Integrated Management System of the organisation is presented in accordance with the Process Management Model.



PromoNotes Ltd.			
	INTEGRATED MANAGEMENT SYSTEM BOOK	Effective from: 28.02.2025 Replaces from: 12.11.2024	
		Page 8	Page 8

3.2. List of processes carried out at PromoNotes Ltd. and the links between them

The company's identified processes and the relationships between them are shown in Annex 9/KZSZ. The planning of activities in the organisation takes place through:

- operational planning: each process is planned and evaluated,
- ongoing identification of legislation and standards applicable to the sector,
- the development of documentation to ensure compliance with current legislation in the sector as well as with customers' requirements,
- periodic evaluation of the quality management system documentation for its relevance to the status of the organisation.

3.3. Detailed description of the processes carried out at PromoNotes Ltd.

All processes are shown on a process map. This map shows the processes defined in the company and the interdependencies between them. Each of the implemented processes is described by specifying:

- process leader,
- process objective,
- input and output data,
- a list of procedures and process instructions,
- links to other processes,
- implementation mode.

3.4. List of changes

Date:	Version No:	Description of the change made with respect to the previous version:
28.02.2025	2	Updated description of the company's presentation