



## Guide to issue the Excellence Certificate

In order to issue the excellence certificate with objectivity and using analytical criteria, we have implemented a dual assessment system that considers the employee's self-assessment and an assessment by his employer or site supervisor.

As we consider the most important result avoiding accidents at work, in both questionnaires there will be a first question with a flat answer (yes / no):

*In the last six months of work have you ever caused or contributed to accidents or injuries at work that have caused harm to you, to other workers or have involved an economic damage to the company?*

If the answer is yes, the worker will not receive any certificate of excellence. If the answer is no, then to decide whether or not to give the certificate of excellence, the sum of the scores of the other questions will be made. To obtain the sum of the scores of the other questions there will be three steps:

1. Interview or questionnaire to the worker after six months from the initial training, made by 30 self-assessment questions (we will use the same questionnaire already adopted for the evaluation of the training after a six months period) with a score from 1 to 5. The minimum total score to positively pass the evaluation will be 90 points; the maximum score will be 150 points.
2. Interview or questionnaire to the employer or site supervisor after six months from the initial training, made by 20 self-assessment questions (the same questions included in the worker questionnaire, excluding the ten personal questions of which only the worker knows the answer) with a score from 1 to 5. The minimum total score to positively pass the evaluation will be 60 points; the maximum score will be 120 points.
3. The next step will be the scores sum, obtained from the two interviews or questionnaires. The minimum threshold is 150 points overall (90+60).  
Who will have a score higher than 150 points, will have the certificate of excellence.