



# General Product Safety Regulation (GPSR) Compliance Policy

## 1. Purpose

This policy outlines **Addis Housewares Ltd's** commitment to ensuring all products placed on the market meet the General Product Safety Regulation (GPSR) requirements. The policy aims to safeguard consumers from potential harm caused by unsafe products and to ensure compliance with European Union regulations, protecting both the reputation of Addis Housewares Ltd and the safety of our customers.

## 2. Scope

This policy applies to all products designed, manufactured, imported, and distributed by **Addis Housewares Ltd**. It covers all stages of the product lifecycle, including design, testing, production, importation, marketing, and post-market surveillance of houseware products sold by the company.

## 3. General Safety Requirements

- **Safe Products:** All products manufactured or distributed by **Addis Housewares Ltd** must be designed and produced to be safe for use under normal or foreseeable conditions. The safety of products should be assessed considering their intended use, characteristics, and the risks of harm under standard circumstances.
- **Risk Assessment:** A comprehensive risk assessment must be conducted for each product before it is marketed. These assessments should consider all potential hazards, including mechanical, chemical, electrical, fire, and choking risks.
- **Materials and Components:** Only safe, non-hazardous materials and components should be used in the production of houseware products. All materials must comply with applicable regulations, including safety standards for chemicals and components.

## 4. Compliance with Standards and Legislation

- **Product Testing and Certification:** All products manufactured or distributed by **Addis Housewares Ltd** must undergo relevant testing to ensure they meet applicable safety standards. Where applicable, products will bear CE marking or other relevant certifications, indicating compliance with safety requirements.
- **Harmonized Standards:** All houseware products must be manufactured in accordance with harmonized European standards or equivalent national standards recognized by relevant authorities.
- **Regulatory Compliance:** **Addis Housewares Ltd** is committed to ensuring compliance with the General Product Safety Regulation (EU) 2023/988, as well as

any other relevant laws and regulations that apply to product safety in the markets where our products are sold.

## 5. Product Information and Labelling

- **Clear Instructions and Warnings:** All houseware products must include clear instructions for proper use, safety warnings, and necessary precautions to minimize risks of accidents or misuse.
- **Traceability:** Every product must be traceable back to its manufacturer or production batch. This ensures that any unsafe products can be quickly identified and removed from the market when necessary.

## 6. Product Recall and Corrective Actions

- **Recall Procedures:** If any product is found to be unsafe or does not comply with safety standards, **Addis Housewares Ltd** will promptly initiate a product recall in accordance with regulatory requirements. This will include notifying consumers, distributors, and the relevant authorities.
- **Corrective Actions:** In the event of a safety issue, **Addis Housewares Ltd** will take swift corrective actions, including design modifications, replacing components, issuing safety alerts, or halting product sales if necessary.
- **Post-Market Surveillance:** We will continuously monitor product safety even after products have entered the market. Any incidents, complaints, or feedback indicating potential safety risks will trigger a full investigation and appropriate actions to mitigate harm.

## 7. Responsibilities and Accountability

- **Management Responsibility:** Senior management at **Addis Housewares Ltd** is responsible for ensuring the company's full compliance with GPSR regulations and for allocating the necessary resources to maintain product safety standards.
- **Responsible Person:** **Shane Williams** is designated as the responsible person for overseeing all aspects of product safety compliance at **Addis Housewares Ltd**. Shane will ensure that product safety assessments, testing, risk analysis, and post-market surveillance are in line with GPSR regulations and industry standards.
- **Employee Responsibilities:** All employees involved in the design, manufacturing, marketing, and distribution of products are responsible for ensuring that products meet the required safety standards. They must also promptly report any safety concerns or violations to management.

## 8. Documentation and Record Keeping

- **Product Safety Files:** **Addis Housewares Ltd** will maintain a safety file for each product that includes design specifications, testing reports, risk assessments, compliance certifications, and post-market surveillance data. These files must be kept up-to-date and accessible to regulatory authorities upon request.
- **Incident Reporting:** All product safety incidents—whether related to consumer complaints, product failures, or safety concerns—must be documented. These reports should be submitted to **Shane Williams** for investigation and appropriate action.

## 9. Training and Awareness

- **Employee Training:** **Addis Housewares Ltd** will provide regular training to employees on product safety, the General Product Safety Regulation (GPSR), and the identification and mitigation of potential risks in houseware products.
- **Supplier and Partner Compliance:** Suppliers, manufacturers, and business partners involved in the supply chain will be informed of **Addis Housewares Ltd's** product safety expectations. These partners must also comply with the GPSR and relevant regulations.

## 10. Consequences of Non-Compliance

Failure to comply with the General Product Safety Regulation (GPSR) or **Addis Housewares Ltd's** internal safety policies will result in disciplinary action. Consequences may include product recalls, legal action, penalties, and potential damage to the company's reputation. Employees, suppliers, or partners found violating safety requirements may face termination of contracts or employment.

## 11. Policy Review and Updates

This policy will be reviewed on an annual basis and updated as necessary to ensure compliance with changing laws, standards, and operational needs. Any updates will be communicated to all relevant employees and stakeholders within **Addis Housewares Ltd.**

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**Effective Date:** 14/01/2025

**Approved by:** Martyn Lee-Smith, Managing Director

**Responsible Person:** Shane Williams, Quality and H&S Manager