



PaperWorks Industries, Inc.

Date: 04/18/2025

Revision: 2

Sites: All Sites

Supplier Code of Conduct

1. Introduction

Paperworks Industries, Inc. is committed to conducting business in an ethical, responsible, and sustainable manner. This Supplier Code of Conduct outlines the principles and standards that suppliers are expected to adhere to when conducting business with or on behalf of Paperworks Industries, Inc.

2. Compliance with Laws and Regulations

This Code of Conduct requires that all suppliers and providers be compliant with applicable local, national and international laws and standards, including, but not limited to:

- Occupational Health & Safety
- Environmental & Waste
- Food and Product Safety
- Child Labor
- Human Rights
- Non-Discrimination
- Anti-Trust & Corruption
- Fraud

3. Labor Practices and Human rights

3.1 Employee Standards:

PaperWorks respects human rights, and it is fundamental to our sustainability and the communities we support and serve. In our Company and across our system, we are committed to ensuring that all people are treated with dignity and respect. We are committed to identifying and preventing adverse human rights impacts resulting from or caused by our business activities.

We require that all suppliers comply with applicable wage, work hours, overtime, and benefits laws. Suppliers should prohibit the hiring of individuals that are under 18 years of age, unless permitted by applicable laws in addition to prohibiting the use of all forms of forced labor, including prison labor, indentured labor, bonded labor, military labor, slave labor and any form of human trafficking.

Suppliers must respect and support human rights. This includes:

- The elimination of child labor, forced labor, human trafficking, and gender-based violence.
- Non-discrimination and equal opportunity for all employees.
- Respect for cultural diversity, women's rights and indigenous rights.

3.2 The Workplace:

We promote a workplace free of violent and abusive behavior. We have zero tolerance for violent activities, threats, bullying, acting aggressively or being verbally abusive in any manner of interaction, including, but not limited to, contact by email, text, phone, social media and/or in person, toward your fellow team members or others in the workplace, including customers, vendors and visitors.



Our Suppliers should also provide a work environment in which employees also do not suffer from harassment, violent activities, threats, bullying, acting aggressively or being verbally abusive in the workplace.

3.3 Equality, Diversity, and Inclusion:

We commit to promoting a culture of enabling a supply chain that includes equality, diversity, and inclusion. We encourage suppliers to consider equality, diversity and inclusion in their decision making, including actively supporting supplier programs that look to promote the same.

Suppliers should promote equality, diversity, and inclusion within their workforce. This includes:

- Equal opportunities for all employees, irrespective of race, ethnicity, gender, gender expression, sexual orientation, religion, age, and other markers of diversity.
- An inclusive work environment that values different perspectives

3.4 Employee Discrimination:

We require that the employees of suppliers be protected from discrimination or harassment based on race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, sexual orientation, or any other status or condition protected by applicable laws.

Suppliers must uphold the rights and well-being of their employees. This includes:

- Compliance with labor laws and regulations.
- Fair wages and benefits.
- Safe and healthy working conditions.
- Respect for the freedom of association and the right to collective bargaining.

4. Environment Health and Safety

4.1. Environment:

We require that our suppliers consider their impact on the environment. We would encourage all our suppliers to explore positive solutions to reduce the effects their products, services and delivery have on the environment.

As a minimum, suppliers must comply with all applicable environmental regulatory requirements and employ reasonable measures to mitigate any adverse impacts its products and services may have on the environment.

Suppliers are expected to minimize their environmental impact. This includes:

- Adherence to environmental laws and regulations.
- Sustainable resource use and waste reduction.
- Responsible chemical and material management.
- Commitment to environmental certifications and standards.
- Health and Safety

We are committed to ensuring the health and safety of all our team members and contractors.

Our suppliers must comply with all relevant health and safety laws and regulations in all the countries in which they operate. We expect our suppliers to provide all their employees with adequate information and instruction on health and safety matters and to enable their employees to meet their responsibilities for the maintenance of a safe and healthy workplace.



4.2 Food and Product Safety:

PaperWorks employs best practices for storage and distribution of food related products. The procedures of Suppliers for food safety, product handling, preparation, packaging, and distribution should meet or exceed industry standards. All Suppliers for food, general merchandise products and contract services, should also meet or exceed standards for product safety applicable in their industry, including those established by applicable regulators and consumer standards associations.

The safety of products provided by Suppliers should also be protected by adequate security measures at all stages of production, packaging, storage, and distribution to prevent tampering/substitution and contamination.

5. Ethics & Responsible Business Practices

5.1 Ethical Business Behavior:

We outperform our competition safely, ethically and with integrity. We conduct our business in compliance with laws promoting fair competition, including, but not limited to discussions and agreements with competitors, dealings with trade associations, and pricing matters. We do not cooperate with a competitor, supplier or vendor to fix prices, restrain output or damage another competitor, supplier or vendor.

We expect our suppliers to conduct business with integrity and ethical practices. This includes:

- Zero tolerance for bribery and corruption.
- Fair and transparent business transactions.
- Honest and accurate record-keeping and reporting.

5.2 Data Protection and Confidentiality:

Our suppliers should not use or disclose any information belonging to us, our existing and prospective customers, other suppliers, employees or other third parties, except as required or authorized by us.

Suppliers must respect the confidentiality of PaperWorks' information and intellectual property. This includes:

- Safeguarding proprietary information.
- Respecting copyright, patents, and trademarks.

5.3 Monitoring and Reporting:

Paperworks reserves the right to monitor supplier compliance with this Code of Conduct. Suppliers are encouraged to report any breaches or concerns related to this Code promptly by emailing a PaperWorks Corporate Procurement Team Member.

- Christina Car, Manager of Corporate Procurement – Christina.Car@onpaperworks.com
- Wilfredo DeJesus, Sr. Director of Corporate Procurement – Wilfredo.DeJesus@onpaperworks.com

5.4 Non-Compliance and Termination:

Non-compliance with this Supplier Code of Conduct may result in corrective action, up to and including termination of the business relationship with PaperWorks.

5.5 Acknowledgment:

By entering into a business relationship with PaperWorks, the supplier acknowledges and agrees to comply with the principles and standards outlined in this Supplier Code of Conduct.

5.6 Review and Revision:

This Supplier Code of Conduct will be periodically reviewed and revised to ensure its continued relevance and effectiveness.



Acknowledgement:

Supplier Name: _____

Supplier Representative Name: _____

Date: _____

PaperWorks Industries Inc.

1300 Virginia Drive, Suite 220, Fort Washington, PA 19034 USA | Phone: 215-984-7000 | Fax: 215-984-7170
www.paperworksindustries.com