

Accupac Sustainable Procurement Policy

Introduction

Accupac is committed to improving the sustainability of our operations, minimizing our negative environmental impact, and making a better, brighter, more beautiful future for all. These commitments do not end with our internal operations but rather extend through our procurement practices and supply chain. Driven by our commitment to our People, Planet, Partners, and the United Nations Sustainable Development Goals (SDGs), this policy outlines guidance for sourcing decisions on the basis of environmental, social, and governance considerations. Buyers should use this policy to narrow down searches for new suppliers.

It is our hope that this policy will not only guide decision making for our supply chain and improve sustainability across our operations but will also help to guide and encourage our suppliers to do the same in their own operations and value chains. We expect our suppliers to fully understand their sustainability impact and have continuous improvement plans in place to enhance their performance.

This policy should be considered for all indirect suppliers for which Accupac has decision-making authority. This policy will work in conjunction with our Supplier Code of Conduct, which outlines requirements for all contracted suppliers. Accupac will work collaboratively with suppliers to improve sustainability efforts across the supply chain as needed.

Our Commitment to People

1. Prospective suppliers must be committed to meeting all legal regulations regarding labor and human rights in the jurisdictions where the product is manufactured and distributed.
2. All prospective suppliers must ensure that their workers are provided with healthy, safe, and clean work environments.
3. All workers must be paid at least the legal minimum wage of their country of operation and be treated fairly.
4. Prospective suppliers will not tolerate any form of forced, compulsory, or child labor. Suppliers must adhere to the minimum employment age limit defined by applicable law.
5. All workers must be paid at least the legal minimum wage of their country of operation and be treated fairly.
6. Prospective suppliers must treat their employees with dignity and respect. Engagement in any kind of discrimination, harassment, or coercion is in direct violation of this policy.
7. Prospective suppliers must not use corporal or other forms of extreme mental or physical punishment.
8. Prospective suppliers must promote diversity and inclusion in their business.
9. Preference should be given to suppliers who partner with local communities to improve the educational, economic, and social well-being of the people who live there.
10. Preference should be given to women-owned, minority-owned, veteran-owned, LGBTQ+-owned, and otherwise disadvantaged businesses.

Our Commitment to the Planet

1. Prospective suppliers must commit to meeting all legal regulations regarding the environment in the jurisdictions where the product is manufactured and distributed.
2. Suppliers must use commercially reasonable efforts to reduce greenhouse gas emissions from their operations, energy consumption, and supply chains.
3. Preference will be given to paper-product suppliers who actively maintain Forest Stewardship Council (FSC) and/or Sustainable Forestry Initiatives (SFI) certifications.
4. Preference will be given to palm oil suppliers in compliance with the Roundtable on Sustainable Palm Oil (RSPO).
5. Preference will be given to suppliers who offer recycled or repurposed materials to minimize the use of raw material input.
6. Preference will be given to suppliers who are committed to protecting the environment and sustainable sourcing practices. This includes suppliers with written policies and targets regarding waste prevention, waste reduction, recycling and recycled products, energy conservation, water conservation, wastewater reduction, prevention of water pollution, sustainable products, and the preservation of nature and biodiversity.
7. Preference should be given to suppliers who publish annual Global Reporting Initiative-compliant Sustainability Reports, offer EcoVadis scores or responses, publicly commit to sustainability targets or improvement plans, and/or respond to CDP.

Our Commitment to our Partners

1. Prospective suppliers must commit to meeting all legal regulations regarding business ethics and governance in the jurisdictions where the product is manufactured and distributed.
2. Prospective suppliers are prohibited from offering bribes of any nature to buyers for the purpose of influencing internal or external business decisions.
3. Prospective suppliers must allow workers the right to organize.
4. Prospective suppliers must promote honesty and integrity in the workplace.
5. Prospective suppliers must have proof of procedures in place to prevent:
 - a. Money laundering
 - b. Fraud, bribery, corruption
 - c. Conflicts of interest
 - d. Breaches of confidentiality
 - e. Data security incidents
6. Preference will be given to suppliers who comply with and/or report on the principles of the United Nations Global Compact and/or the United Nations Sustainable Development Goals.

Conclusion

Sustainability improvement throughout our supply chain is an ongoing process that we continue to monitor as needed. All employees responsible for acquisition and procurement decisions should be made aware of this policy. Training on sustainable sourcing will be provided to all employees responsible for acquisition and procurement decisions. The Senior Director of Supply Chain is responsible for the successful implementation of this Sustainable Procurement Policy. This policy will be reviewed on an

annual basis and revised as needed to remain up to date with Accupac sustainability goals and programs.