

INTRODUCTION

INDEVCO outlines its commitment to environmental sustainability and social responsibility below. INDEVCO requests suppliers to comply with the requirements in this 'Supplier Code of Conduct'; suppliers may agree on further standards in supply agreements with any INDEVCO business unit responsible for procurement activities.

1. Business Integrity

Compliance & Evaluation

Suppliers shall comply with this code and all applicable laws and regulations of the countries in which they operate, including competition laws. INDEVCO reserves its right to inspect any supplier suspected of violating requirements listed in this Code. Non-compliance may be grounds for INDEVCO to void or terminate contractual obligations with a supplier.

Conflicts of Interest

Suppliers shall not engage in illegal payments, corruption, or tolerate the offer of gifts, favors or entertainment that intends to obligate the receiver, including government officials. INDEVCO Code of Conduct prohibits bribes and gifts to INDEVCO and all employees. Suppliers shall not participate in extortion, fraud, embezzlement, bribery or kickbacks.

Intellectual Property

Suppliers shall protect intellectual property rights, trade secrets and proprietary information of INDEVCO and member companies. They shall also protect personally identifiable information that they keep for INDEVCO from unauthorized access, destruction, changes, use and disclosure.

Confidential Information

Suppliers shall not share or use any non-public information about INDEVCO and member companies. Suppliers shall also maintain the confidentiality of all information pertaining to their business relationship with INDEVCO.

Supply Chain

Suppliers shall ensure that all its sub-suppliers recognize and respect the requirements of this code of conduct.

2. Labor Standard / Employee Relations

Wages & Benefits

Suppliers shall provide fair compensation and work benefits to employees meeting, at minimum, national legal requirements and/or industry benchmark standards. Wages and benefits shall effectively reflect job description and employee scope of responsibility. All employees shall be clearly informed of and agree with employment conditions prior to beginning work.

Working Hours

Suppliers shall set fair working hours that comply with local laws and do not violate international labor standards.

Occupational Health & Safety

Suppliers shall ensure a safe and hygienic working environment to the best of its ability, as well as take steps to prevent accidents and injuries, in line with prevailing knowledge of industry hazards and operational health risks.

Non-Discrimination

Suppliers shall not discriminate in hiring, compensation, access to training, promotion, termination or retirement based on race, social group, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Freedom of Association & Collective Bargaining

Suppliers shall ensure a work environment respectful of an employee's legal right to associate freely with lawful associations, labor unions, or work councils and engage in collective bargaining. Suppliers shall ensure not to discriminate or disadvantage employees who choose to exercise these rights.

Child Labor

The supplier shall adhere to local legislation pertaining to child labor and the minimum age required to enter the work force legally.

Forced or Compulsory Labor

Suppliers shall not force, involuntarily imprison, or bond labor. Employment shall be freely chosen.

Harsh or Inhumane Treatment

Suppliers shall prohibit violation of human rights and equality. Suppliers shall ensure all employees work in an environment free from physical and verbal abuse, harsh disciplinary actions, sexual harassment, discrimination, and all forms of intimidation.

3. Environment Protection

Resource Reduction

Suppliers shall seek to reduce consumption of raw materials and transition to renewable resources, where possible.

Sustainable Forestry

Suppliers of pulp and paper products shall adhere to FSC Chain of Custody and Fiber Sourcing certifications required by our tissue and paper mills.

Air Emissions

Suppliers with significant air emissions shall set control systems to characterize, routinely monitor, control and treat emissions of volatile organic chemicals or particulates generated from operations.

Effluents & Waste

Suppliers shall develop and implement systematic approach to identify, manage, reduce and responsibly dispose of or recycle wastewater and non-hazardous solid waste. Suppliers shall monitor generated wastewater and solid waste generated from relevant operations, industrial processes and sanitation facilities. Suppliers shall seek to recycle and re-use waste, where possible, to improve production efficiency.



Supplier Code of Conduct

Hazardous Substances

Suppliers shall put in place procedures to identify, monitor, and manage hazardous materials posing environmental risks to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

Environmental Permits & Certifications

Suppliers shall acquire required environmental permits, approvals, registrations, and certifications. Suppliers shall maintain requirements and keep these approvals current.

4. Reliability & Accountability

Product Quality

Supplier products and services shall meet quality and safety standards required by applicable law, perform as promised for intended purpose, and where applicable, comply with INDEVCO's quality requirements.

Business Agreements

Suppliers shall adhere to terms and conditions discussed in the supplier agreement, including but not limited to decisions based on delivery time, warehousing services, shipping costs, etc. Suppliers shall take full responsibility when they breach agreements.