

RECTICEL SUPPLIER SUSTAINABILITY REQUIREMENTS

1. Introduction

This document is intended to support the implementation of Recticel's vision regarding the social, ethical and environmental responsibility of Suppliers. It establishes the requirements for ensuring that working conditions in the supply chain are safe, that workers are treated with respect and dignity and that business operations are environmentally responsible and conducted ethically.

2. Social responsibility

- **Prohibition of Child labour (GC 5)**

Suppliers shall not engage in or use child labour or employ anyone below the legal age of employment. This means that no person may be employed who is younger than the age for completing compulsory education or younger than 15 or any higher age as imposed by local law. The minimum age for hazardous work is 18 years.

- **Prohibition of Forced and compulsory labour (GC 4)**

Suppliers shall not engage in or support the use of any form of forced or involuntary labour. Employees shall not be required to work involuntarily, under threat of penalty or other, nor under the obligation to deposit (money or original documents such as passports or education certificates) prior to commencing employment with the company.

- **Health and Safety (SA 8000)**

Suppliers shall provide a safe and healthy working environment and take adequate steps to prevent accidents and illnesses resulting from workplace conditions by minimizing the causes of hazards inherent to the working environment. Personnel must receive regular safety and health training. Facilities for employees should be such that an individual's dignity and hygiene are safeguarded.

- **Freedom of Association and the Right to Collective Bargaining (GC 3)**

Suppliers shall respect the right of their workers to form associations and to join trade unions of their choice for the purpose of collective bargaining. No discrimination should be directed against the representatives of the personnel and they shall have access to their members in the workplace.

- **Non-Discrimination (GC 6)**

Suppliers shall not discriminate against workers on the basis of race, religion, gender, age, nationality, disability, personal relationship, union membership, sexual orientation, marital status and/or political opinion or in any other way. Suppliers shall ensure that all employees are treated strictly according to their abilities and qualifications in any decision related to hiring, salary, promotion or termination of employment.

- **Working Hours and Remuneration (SA 8000)**

Suppliers shall comply with applicable laws and industry standards related to working hours. Personnel shall be entitled to at least one day off in every seven-day period. Suppliers shall ensure that wages paid shall always meet at least the legal or industry minimum standards and shall be sufficient to meet basic needs of the personnel.

3. Ethical responsibility

- **Support of and respect for the protection of human rights (GC 1) (GC 2)**

Suppliers must support and respect the protection of human rights. They shall not be complicit in human rights abuses and they shall comply with the principal international ethical guidelines.

- **Anti-corruption and Anti-competitive behaviour (GC 10)**

Suppliers shall oppose and reject all forms of corruption, including extortion and bribery. Suppliers shall conduct all of their business dealings in line with all applicable competition laws and regulations. Suppliers shall confirm their commitment to fair competition and agree not to enter into discussions or agreements with competitors concerning pricing, market sharing or other similar activities.

4. Environmental responsibility

- **Environmental responsibility (GC 8)**

Suppliers must commit to developing an environmental policy which ideally utilizes an environment management system which ensures (i) proper monitoring of broad and necessary indicators and (ii) continuous improvement of their environmental performance. In any case, Suppliers shall comply with applicable laws, regulations and contract requirements.

· **Operational and Product environmental performance (GC 7) (GC 9)**

Suppliers must ensure that they conduct their business in such a manner that their resource consumption (in particular materials, energy and water) and environmental impact (in particular with respect to waste, wastewater, air pollution and noise) is continuously minimised. When developing products and services, suppliers shall minimise the negative environmental effects that the products and services may have when being manufactured, distributed and used, including their disposal. Suppliers are encouraged to develop and promote environmentally friendly technologies in design, products and processes.

5. General requirements

Recticel expects Suppliers to be in accordance with the requirements of the Recticel Supplier Sustainability Requirements. When subcontractors are involved in the production of products or services for Recticel, it is the responsibility of the Supplier to ensure that all subcontractors throughout the entire supply chain comply with these requirements. If requested, the Supplier shall inform Recticel which subcontractors they use.

- Suppliers must, in all of their activities, follow the national laws and regulations applicable to their operations and employment practices in the countries in which they operate.
- In addition to the requirements listed above, additional HSE and/or sustainability requirements can be imposed within the framework of specific projects and/or as required by specific customers (e.g. as highlighted in their Terms and Conditions for Purchase). When this is the case, this will be clearly highlighted at the start of the project.

6. Compliance and follow-up

- Suppliers shall maintain adequate documentation to demonstrate their compliance with the above-mentioned requirements or demonstrate their commitment to comply with these requirements by establishing an action plan with activities.
- Recticel will verify compliance with these requirements by means of self-assessment questionnaire and audits. Compliance or the presence of an action plan to reach compliance to these requirements is mandatory to be an Approved Recticel Supplier.
- As a condition of doing business with Recticel, Suppliers and their subcontractors must authorize Recticel and its representatives (including third parties) to perform audits both on-site and off-site.

We have read and approved of the above.

Contact person for Supplier:

Company: _____

Name: _____

Function: _____

Tel: _____

E-mail: _____

Date: _____

Signature: _____

International references

United Nations Global Compact (GC 1—10)

<https://www.unglobalcompact.org/what-is-gc/mission/principles>

SA 8000 (Health and Safety – pages 9 and 10)

http://sa-intl.org/_data/n_0001/resources/live/SA8000%20Standard%202014.pdf