

## ETHICAL SOURCING POLICY

### Introduction

Resource Label Group, LLC is committed to sourcing products and services from business partners who share our commitment to social, ethical and environmental best practices. This Ethical Sourcing Policy applies to Resource Label Group and its affiliated companies (collectively, "Resource Label Group").

"Supplier" refers to an individual or entity that supplies goods to, or performs services for or on behalf of, Resource Label Group, including vendors, contractors, consultants, brokers, agents and other third parties.

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### Policy and Practice

Resource Label Group's policy is to purchase goods and services that:

- are produced and delivered under conditions that uphold fundamental human rights;
- do not involve the abuse or exploitation of any persons;
- are produced, manufactured and sold in accordance with applicable laws; and
- minimize adverse impacts on the environment.

Resource Label Group's practice is to:

- confirm that its Suppliers adhere to Resource Label Group's attached Supplier Code of Conduct (the "Supplier Code of Conduct");
- assess its Suppliers' compliance with the Supplier Code of Conduct and its principles; and
- if a Supplier's practices are found not to be consistent with the Supplier Code of Conduct, work collaboratively with the Supplier to remediate any instance of non-compliance in a timely manner to the extent commercially reasonable.

Additional information regarding Resource Label Group's commitment to corporate social responsibility and sustainability is available at [www.resource-label.com/sustainable-labels](http://www.resource-label.com/sustainable-labels).

If a Supplier's practices are found not to be compliant with the Supplier Code of Conduct, the Supplier is expected to act promptly to propose and implement improvements to achieve compliance. Non-adherence can result in the termination or non-renewal of Resource Label Group's relationship with the Supplier.



## SUPPLIER CODE OF CONDUCT

### Introduction

Resource Label Group is committed to sourcing products and services from business partners who share our commitment to social, ethical and environmental best practices. This Supplier Code of Conduct ("Code") applies to all Suppliers of Resource Label Group, LLC and its affiliated companies (collectively, "Resource Label Group"). For additional information regarding Resource Label Group's commitment to corporate social responsibility and sustainability, please refer to our website ([www.resourcelabel.com/sustainable-labels/](http://www.resourcelabel.com/sustainable-labels/)).

For the purpose of this Supplier Code of Conduct:

"Supplier" means an individual or entity that supplies goods to , or performs services for or on behalf of, Resource Label Group. It includes, but is not limited to, vendors, contractors, consultants, brokers, agents and other third parties.

"Applicable law" means the applicable national and local laws and regulations in each jurisdiction in which the Supplier operates.

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### Standards

We strive to uphold our core values and ethical principles wherever we operate. For that reason, we expect our Suppliers to respect fundamental human rights and the environment in which they operate. At a minimum, we require that all Suppliers and their facilities meet the requirements stated below, which are intended to meet Resource Label Group's commitment to all aspects of corporate social responsibility and sustainability:

- **Compliance with Laws & Regulations.** Suppliers shall produce, source and manufacture products and provide services in compliance with applicable law.
- **Child Labor.** Suppliers shall comply with applicable law regarding child labor. Suppliers shall neither employ anyone under the applicable minimum legal age or whose employment would interfere with compulsory schooling, nor allow any employee under the minimum age to undertake any work likely to jeopardize their physical or mental health and safety.
- **Human Rights.** Suppliers shall conduct business in a manner that does not involve the abuse or exploitation of any person. Suppliers shall respect fundamental human rights of workers and shall not engage in forced, bonded or involuntary labor, modern slavery or human trafficking.
- **Working Hours, Salaries and Wages.** Suppliers shall comply with applicable law regarding fair wages, benefits, work hours, and employee rights to freedom of association.
- **Health & Safety.** Suppliers shall comply with applicable law regarding health and safety and provide employees with a clean, hygienic, and safe workplace that includes appropriate training, protective equipment and controls.

- **Diversity, Non-discrimination & Harassment.** Suppliers shall strive to maintain a diverse and inclusive work environment and shall not discriminate, in hiring or advancement, on the basis of gender, race, age, national origin and citizenship, disability, veteran status, marital status, sexual orientation, gender identity or expression, or religious beliefs. Suppliers must provide a workplace free from intolerance and harassment.
- **Sustainability and Environment.** Suppliers shall source materials and produce products in a sustainable manner and seek to minimize and mitigate adverse impacts to the environment, including impacts to air, water, soil and surrounding areas. Suppliers shall adopt programs to reduce their waste streams through recycling, reuse and use of recyclable materials. Suppliers are expected to comply with applicable law concerning protection of the environment and the use, generation and disposal of hazardous materials. Suppliers shall produce or source paper, wood and pulp-based products from renewable sources using responsible forestry practices.
- **Anti-bribery and Corruption.** Suppliers shall comply with applicable law governing anti-corruption, including, but not limited to, paying or accepting of bribes or kickbacks or engaging in other similar unethical behavior.

Resource Label Group expects all Suppliers to require their suppliers, subcontractors and other members of Supplier's supply chain to adhere to similar standards.

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## Compliance

If a Supplier or its supply chain does not comply with the Code, Resource Label Group expects the Supplier to notify Resource Label Group accordingly. Resource Label Group reserves the right to assess compliance with the Supplier Code of Conduct through supplier surveys, certifications and general information requests to evaluate the social and environmental impact a Supplier and its products are having in its locations.

If a Supplier's practices are found not to be compliant with this Supplier Code of Conduct, the Supplier is expected to promptly propose and implement improvements to achieve compliance. Resource Label Group will work collaboratively with the Supplier to remediate any non-compliance in a timely manner.

Where Suppliers are unable or unwilling to meet the requirements of the Supplier Code of Conduct or fail to provide requested surveys or certifications, Resource Label Group reserves the right, without liability to Resource Label Group, to terminate or not renew its relationship with the Supplier.

We thank you for your support and cooperation.



## SUPPLIER ACKNOWLEDGEMENT

Supplier acknowledges that Resource Label Group's Supplier Code of Conduct sets forth the minimum requirements for suppliers doing business with Resource Label Group and its affiliated companies. Supplier represents and confirms that it currently complies with, and at all times while doing business with Resource Label Group will comply with, the Supplier Code of Conduct.

Executed as of the date set forth below by the undersigned duly authorized representative of Supplier.

\_\_\_\_\_  
Name of Supplier ("Supplier")

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_