

Responsible Supplier Policy

colepPackaging

Dear suppliers and other stakeholders

Colep Packaging Sustainability Policy forms the basis of the Responsible Supplier Policy, which defines how we choose to do business and interact with suppliers regarding key social, ethical and environmental topics.

Colep Packaging is fully committed to being a responsible player along the value chain, engaging and cooperating with suppliers, partners, customers and consumers, towards a more sustainable business network.

We strongly believe that striving for continuously improving sustainability performance will benefit both our company and our suppliers, and we expect that this Responsible Supplier Policy can make a significant contribute.

It is designed to clarify our global expectations regarding our suppliers, in the areas of human rights, labour, environment, health, safety, regulation and business ethics. It is intended to complement Colep Packaging's Code of Conduct, Ethics Charter, Sustainability Policy and other company's policies and standards referenced therein.

This encloses a set of mandatory requirements which all suppliers, contractors and their subsidiaries need to meet to be able to do business with Colep Packaging.

This Policy will be reviewed periodically to ensure that it continues to meet our strategy.

Thank you for your commitment to doing business the right way.



Paulo Sousa

Chief Executive Officer

Colep Packaging

Implementation

We invite all our stakeholders to participate and support initiatives which contribute to a more sustainable world.

Through this Responsible Supplier Policy, we have established a number of requirements for those who are already or wish to become our suppliers, including key standards to comply with, for the benefit of all those directly or indirectly involved.

Compliance

As a supplier of Colep Packaging:

- You ensure the compliance of laws, regulations, licenses, permissions, authorizations, consents and permits needed to carry out the work in a lawful, responsible and ethical way under the supplier contract and you conduct your business in a lawful and secure manner, you will:
 - Implement reasonable measures for minimizing exposure of Colep Packaging to security threats such as terrorism, crime, pandemics and natural disasters;
 - When visiting or working at Colep Packaging locations, abide by Colep Packaging's security procedures and report any security concerns to the appropriate Colep Packaging channels;
 - Implement reasonable measures to make sure that no criminal offence, including but not limited to human trafficking, drug dealing, money laundering or tax evasion takes place in relation to the supplier contract with Colep Packaging;
 - Adhere to international trade regulations and export control regulations;
 - Adhere to applicable legislation with regards to protection of personal data.
- You comply with the standards established in **Colep Packaging's Code of Conduct**;
- You conduct your business in an ethical manner refraining from corruption, extortion and bribery, and specifically ensure that payments, gifts or other commitments to costumers, government officials and any other party are in compliance with applicable anti-bribery laws and adhere to **Colep Packaging's Ethics Charter**, as well as disclose to Colep Packaging information regarding potential conflicts of interest relating to your activities as a supplier, protect all confidential information provided by Colep Packaging and business partners and respect intellectual property of other;
- You provide a safe and healthy workplace for all your employees and conduct your business in an environmentally sustainable way, having a documented, implemented and auditable Health, Safety and Environment management system and quality

system and complying with applicable health and safety laws and regulations and according to **Colep Packaging's HSE Policy**;

- You conduct your business with respect and consideration for the environment and strive to minimize your environmental negative impact, complying with applicable laws and regulations and creating environmental benefits such as protecting and minimizing negative impacts on air, water and soil, preserving biodiversity, and assuring a responsible consumption of resources;
- You source goods and services in a responsible manner; you select your own suppliers providing goods or services directly or indirectly to Colep Packaging only if they agree to adhere to standards comparable to those set forth in this Policy;
- You keep record of all relevant documentation and provide us with supporting documentation upon request;
- In the context of our business relationship, if you or your employees believe that the terms of this Policy are being adhered to, or that Colep Packaging is not acting in accordance with its own Business Principles and Policies, we encourage you to raise your concerns through the **Colep Packaging Ethics Direct Line** (<https://colep-pk.com/ethics-direct-line/>);
- As a supplier to Colep Packaging, we expect you to have read and understood the contents and requirements of this **Colep Packaging's Responsible Supplier Policy** and related Policies and comply with such requirements;

If, for any reason, you have not understood the contents of this policy or are unable to comply with the requirements, we expect you to contact Colep Packaging prior to making any delivery or providing any service.

Enclosures

- Colep Packaging Sustainability Policy
- Colep Packaging Ethics Charter
- Colep Packaging Code of Conduct
- Colep Packaging HSE Policy