

<b>Supplier Code of Conduct</b>	<b>Supply Chain</b>	Document: 01P-0002
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**1. Policy Statement**

Case Paper’s Supplier Code of Conduct is designed to help us meet the highest ethical and quality standards possible. This Supplier Code of Conduct, the “Code,” establishes controls for all business conducted in our supply chain to ensure compliance with all applicable laws and that business is carried out in a socially responsible manner. It is the responsibility of our suppliers to implement management systems that facilitate compliance with this Code and the law, mitigate related operational risks and facilitate continuous improvement.

Thank you for your support as a critical supplier to Case Paper.

**2. Introduction**

This Code of Conduct applies to any company that supplies Case Paper, including, but not limited to materials, goods, and services. The Code applies equally to any Case Papers suppliers and subcontractors. This Supplier Code of Conducts is not exhaustive and is subject to change in line with updates, revisions and changes to local and international laws, rules, and legislature.

Suppliers are required to use their own discretion to ensure compliance with unaddressed topics.

**2.1. What is It:**

We believe a strong relationship with our suppliers and partners is pivotal to Case Paper’s success. The Supplier Code of Conduct was created to outline our expectations when doing business with Case Paper.

**2.2. Why it Matters:**

The Code is fundamental to the relationship with our suppliers – providing an overview of our company’s core values and beliefs. The purpose of the Code is to outline Case Papers expectations according to law, our company’s core values and beliefs- ensuring consistent compliance from all our suppliers.

**3. Standards**

**3.1. Compliance with Laws and Regulations:**

Suppliers must comply with all applicable laws and regulations in the regions where they operate.



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**3.2. Labor Practices**

Suppliers must respect labor rights for all employees, including fair wages, reasonable working hours, and the prohibition of forced labor.

Provide a safe and healthy working environment for employees.

**3.3. Child Labor**

Suppliers must not use child labor. All employees must be of at least legal age established by the working age laws of their country of operation. To ensure compliance, suppliers must create and maintain official and verifiable documentation of each of their employees’ ages.

**3.4. No Forced Labor**

Suppliers must ensure that all work is on a voluntary basis. Suppliers may not use or tolerate the use of any illegal form of forced labor, including trafficked, bonded, slave, indentured or prison labor.

**3.5. Terms of Employment**

Suppliers must pay employees in accordance with applicable wage laws, including minimum wage, overtime hours and mandated benefits in any jurisdiction where the supplier is located. Employees must not be expected to work additional hours to earn minimum wage for a day’s work.

**3.6. Freedom of Association and Union Association**

Suppliers must recognize, respect, and protect employees’ lawful rights to freely associate and collectively bargain in accordance with applicable laws and regulations and without fear of retaliation.

**3.7. Diversity and Inclusion:**

Promote a diverse and inclusive workplace, respecting all individuals regardless of race, gender, or background.

**3.8. Social Responsibility:**

Contribute positively to the communities in which suppliers operate.

**3.9. Continuous Improvement:**

Strive for continuous improvement in processes, products, and social responsibility efforts.

**3.10. Working Hours:**

Suppliers must comply with all applicable laws and regulations regarding working hours and break periods.



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and overtime hours in any jurisdiction where the supplier operates.

**3.11. Wages and Benefits:**

Suppliers must pay employees in accordance with applicable wage laws, including minimum wage, overtime hours and mandated benefits in any jurisdiction where the supplier is located. Employees must not be expected to work additional hours to earn minimum wage for a day's work.

**3.12. Anti-Bribery/ Anticorruption:**

Suppliers may never engage in any kind of bribery or kickbacks, including promising, offering, providing, or authorizing anything of value to a government official or political entity to gain an unfair business advantage. Government officials can include anyone who receives any government reimbursement or payment for their medical or dental services provided to patients. We expect Suppliers to be in full compliance with all applicable foreign and domestic anticorruption laws.

**3.13. Gifts and Entertainment:**

Suppliers may not offer or accept anything of value from business partners to obtain unfair business advantages. Any gifts or entertainment must comply with applicable laws and regulations. "Gifts and entertainment" include anything of value, such as loans, prizes, meals, tickets, or gift certificates.

**3.14. Conflicts of Interest**

Suppliers may not engage in any activities that would create an actual or potential conflict of interest regarding their duties, interests and/or obligations to Case Paper. We expect our Suppliers to immediately notify Case Paper if any conflicts of interest arise.

**3.15. Intellectual Property**

Suppliers must respect Case Paper intellectual property rights, including processes, information, technology, and customer information. Suppliers are required to take all reasonable efforts and necessary precautions to safeguard their knowledge and protect intellectual property rights.

**3.16. Environmental Responsibility:**

Suppliers should implement environmentally sustainable practices.

Minimize the environmental impact of operations, including waste reduction and responsible resource use.

Suppliers are expected to apply a continuous improvement approach to enhance their environmental performance and reduce their environmental footprint.

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**3.17. Quality and Safety:**

Suppliers must deliver products and services that meet agreed-upon quality standards.

Suppliers must fully cooperate with any audit or documentation request from Case Paper or regulatory authority.

**3.18. Hazardous Waste:**

Suppliers must create and maintain systems to ensure the safe handling, movement, storage, disposal, and management of hazardous materials. Suppliers are expected to train employees on how to handle hazardous material.

**3.19. Wastewater and Solid Waste Emissions:**

Suppliers must monitor, treat, control, manage, and properly dispose of wastewater and solid waste. Suppliers must comply with all applicable waste management laws and regulations.

**3.20. Air Emissions:**

Suppliers must identify, manage, reduce, and properly dispose of air emissions that pose a hazard to the environment. Suppliers are expected to conduct routine monitoring of the performance of their air emission control systems.

**3.21. International Trade Regulations**

Suppliers shall adhere to all international trade regulations, sanctions, and embargo requirements. Suppliers must acknowledge that Case Paper is a U.S. company and must adhere to U.S. trade requirements and laws. Suppliers should notify Case Paper immediately if they believe there is an issue that may violate U.S. trade laws.

**3.22. Conflict Minerals**

Suppliers and their subcontractors must not use or trade in conflict minerals, whose obtainment is linked to human rights violations. Suppliers must comply with any information and reporting requested by Case Paper.

**3.23. Communication and Reporting:**

Maintain open and honest communication with Case Paper.

Reporting any potential or actual violations of this Code promptly.

**3.24. Audits and Assessments:**

Allow periodic audits or assessments to ensure compliance with this Code.



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**3.25. Confidentiality and Intellectual Property:**

In order to conduct day-to-day business with Case paper, Suppliers may need access to confidential/ private records. Suppliers must ensure this information is protected and remains confidential and abide by all applicable data privacy laws and regulations. Suppliers may not disclose this information unless given written permission from Case Paper.

**4. Compliance**

Part of conducting business with Case Paper includes compliance with this Supplier Code of Conduct. If a Supplier or its supply chain does not comply with the Code, Case Paper expects the Supplier to notify Case Paper immediately. Case Paper 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 it is determined that a supplier is not in compliance with the Code, the Supplier must immediately propose and implement improvements to achieve compliance with the Code. Case Paper reserves the right, without liability to Case Paper, to terminate business with a supplier who fails to adhere to or make all efforts to comply with the Code.

\_\_\_\_\_  
Supplier Name

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

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

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

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



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**Revision History**

Line	Reason for Change	Revision	Date	Approval
1	Draft	0.1	11/22/23	

