
Supplier Code of Conduct

Earth Friendly Products



Overview

Earth Friendly Products strives to work with suppliers (including manufacturers, printers, packagers, publishers, contractors, subcontractors, and other vendors—collectively “Suppliers”) who treat their workers with dignity and respect, maintain just and decent working conditions, adhere to all applicable laws and regulations, and make their products in a safe and environmentally sustainable manner. Earth Friendly Products recognizes that there are different legal and cultural environments in which Suppliers operate throughout the world. Regardless, this Code of Conduct (hereafter “Code”) sets forth the minimum requirements that Suppliers must meet to do business with Earth Friendly Products. In order to comply with these requirements, Suppliers should communicate the principles of this Code throughout their supply chain. Suppliers are expected to comply with all laws and regulatory requirements applicable to their business, including those related to wages, hours, labor, health, safety, the environment, indigenous people, immigration, importing/exporting, and business conduct and ethics.

Child Labor

Suppliers are prohibited from using workers under the legal age of employment in any country or local jurisdiction where the Supplier performs work for Earth Friendly Products. If the minimum age of employment is not defined, it shall be eighteen years of age. In cases where minors are authorized to work, we expect our Suppliers to observe all legal requirements, particularly those pertaining to hours of work, wages, minimum education, and working conditions. Earth Friendly Products does not

tolerate the use of child labor. Suppliers are expected to comply with applicable local child labor laws and employ only workers who meet the applicable minimum legal age requirement.

Forced Labor

Earth Friendly Products will not tolerate the use of forced or involuntary labor. Suppliers shall not utilize forced or involuntary labor, whether in the form of prison labor, indentured labor, bonded labor, or otherwise.

Wages and Benefits

Suppliers shall pay employees, as a floor, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and shall provide legally mandated benefits.

Working Hours

Suppliers shall maintain reasonable employee work hours in compliance with local standards and applicable national laws of the countries and regions in which the Supplier does business. Earth Friendly Products requires Suppliers to comply with the statutory requirements for working hours for employees. Earth Friendly Products will not use Suppliers that require employees to work in excess of statutory requirements. Proper compensation, as set by applicable law, is required when employees work more than standard hours.

Health and Safety Guidelines

Suppliers must share Earth Friendly Products' commitment to providing a safe and healthy workplace and to treating employees fairly and in compliance with local laws. Health, safety, and other workplace standards must be in compliance with all local laws and safety regulations. Suppliers are also expected to provide products and services that meet all applicable health and safety requirements to prevent work-related accidents and injuries to workers.

Freedom of Association and Collective Bargaining

Suppliers shall respect and recognize the right of employees to join and organize associations of their own choosing and to bargain collectively.

Nondiscrimination

Earth Friendly Products believes that employment should be based solely on an individual's ability to do the job. Earth Friendly Products requires its Suppliers to uphold a commitment to basic principles of human rights. This means that Suppliers should not discriminate against employees in hiring, promotion, salary, performance evaluation, or any other term or condition of work on the basis of race, color, national origin, gender, gender identity, sexual orientation, religion, disability, or any other basis prohibited by law in the applicable jurisdiction.

Environmental Guidelines

Earth Friendly Products will actively seek Suppliers that share our commitment to protecting the environment. Suppliers shall abide by all federal, state, and local environmental laws. Earth Friendly

Products shall favor Suppliers that work to sustain, protect, and restore the environment by such means as energy conservation, recycling, and proper disposal of waste, as well as by environmental restoration.

Community Involvement

Earth Friendly Products seeks to work with Suppliers that partner with local governments and communities to improve the educational, cultural, economic, and social well-being of the communities in which they live and serve.

Communication

Suppliers should take appropriate steps to ensure that the principles of this Code are communicated to their employees and throughout their own supply chains.

Gifts and Gratuities

Suppliers shall conduct business in an ethical and legal manner, free from potential personal or private interests that may affect professional judgment or adversely impact Earth Friendly Products.

Suppliers may not give Earth Friendly Products employees any gift of value in excess of US \$50.

Suppliers must never give any gift or offer of entertainment to anyone if doing so would cause the recipient to violate the law or his or her employer's rules and policies.

Antibribery and Anticorruption

Earth Friendly Products complies with the antibribery and anticorruption laws of the countries in which it does business. Suppliers and their agents will not make any direct or indirect payments or promises of payment to foreign government officials for the purpose of inducing an unfair business advantage. Offers or agreements with foreign government officials that could reasonably be interpreted as an attempt to gain an unfair business advantage are also prohibited.

Country of Origin

Suppliers will adhere to the laws and regulations of the countries of manufacture and distribution pertaining to product design, manufacture, packaging, labeling, and importation. Commercial invoices and other necessary documentation must be provided in compliance with applicable laws. All products, unless specifically exempted under the applicable customs laws and regulations, shall be marked with the country of origin.

Confidential Information

Suppliers shall comply with all applicable laws and regulations governing the protection, use, and disclosure of Earth Friendly Products' proprietary, confidential, and personal information, as well as the information belonging to Earth Friendly Products' customers. Confidential or proprietary information about our company, products, customers, business partners, or other parties that has been obtained through business contact with Earth Friendly Products must not be misappropriated or used for personal advantage or for the benefit of third parties.

Certification and Documentation

Suppliers must certify annually their compliance with Earth Friendly Products' Supplier Code of Conduct. Suppliers shall also create and maintain documents and records to ensure regulatory compliance and conformity to this Code. Failure to comply with this Code or the law and failure to certify to this Code when requested may result in the discontinuance of business relationships.

Right to Inspect

Earth Friendly Products shall have the right to monitor Supplier production facilities through audits by Earth Friendly Products personnel.