

ETHICS OF BUSINESS GLOBAL STANDARDS FOR SUPPLIERS

COVERIS believes in doing business with suppliers, manufacturers, contractors, partners, agents, distributors and consultants (referred to in these guidelines as « Suppliers ») who respect high standards of ethical business behaviour.

The present Ethics of Business have been established to define COVERIS minimum requirements of its Suppliers.

Failure to observe these Ethics of Business will result in COVERIS ceasing to do business with such Supplier.

Product Quality and Safety

As a major supplier of food and non-food packaging solutions, COVERIS has a fundamental responsibility to ensure that its products respects the highest standards in terms of safety and quality.

Suppliers undertake to provide services/products that meet or exceed all legal and all agreed upon quality and safety standards. Any threats to product safety must be immediately reported to COVERIS.

Employment Practices

Treating employees with dignity and respect is a strong commitment of COVERIS. We believe in doing business with Suppliers who share this commitment and we require Suppliers to comply with all applicable employment laws and to support fundamental human rights for all.

Health and safety

Suppliers will operate a safe and healthy work environment for their employees. Where applicable, this also applies to housing and eating facilities.

Child labour

Suppliers will not employ individuals in violation of the local mandatory school age, or under the legal employment age in each country where they operate. Moreover, in no case Suppliers will employ workers under the age of 15.

Compensation

Suppliers will, at minimum, comply with applicable wage and hours laws and regulations, including those relating to minimum wages.

Discrimination

Suppliers will not discriminate based on personal characteristics or beliefs and are expected to provide equal opportunities to all.

Forced labour

Suppliers will not use forced or involuntary labour, whether bonded or indentured.

Freedom of association and collective bargaining

Suppliers will respect the right of employees to exercise their lawful rights of free association. Similarly, Suppliers will recognize the lawful rights of their employees to choose or not to choose collective bargaining representation.

Workplace harassment or abuse

Suppliers will not subject employees to physical, verbal, sexual, or psychological harassment, nor use corporal or physical punishment to discipline employees.

Working hours

Suppliers will comply with all applicable laws and regulations regarding working hours.

Environment

Protecting the quality of the environment around the world and developing sound environmental management practices is key for COVERIS.

Suppliers are expected to comply with all applicable environmental laws and regulations. Any non-compliant practice must be promptly corrected.

COVERIS will favour Suppliers actively seeking to reduce waste and minimize the environmental impact of their operations.

Conflicts of Interest

COVERIS expects business decisions to be made in the best interest of the company. Any situation that creates or may create a conflict between personal and COVERIS interests must be avoided. Suppliers are expected to disclose actual or potential conflicts of interest to COVERIS.

Anti-corruption

COVERIS strictly abide by all local laws and applicable European Union laws and requires Suppliers to act in a similar way.

Suppliers may not pay bribes or engage in corrupt practices in order to advance COVERIS' business interests. This include, directly or indirectly, offering, promising to pay or authorizing the payment of money or anything of value to any third party for the purpose of influencing the acts or decisions of local officials.

Gifts, Favours and Entertainment

Gifts, favours and entertainment are not needed to do business with COVERIS, and may lead, or appear to lead, to a conflict of interest.

No gift, favours or preferred treatment should be provided or accepted if it will obligate or appear to obligate the recipients

Gifts or entertainment may be provided if they are reasonable complements to business relationships, of modest value, and in any event not against the law of COVERIS' present policy.

The following situations are strictly prohibited :

- COVERIS employees requesting or soliciting personal gifts, favours, entertainment or services
- COVERIS employees exploiting their position to solicit preferential treatment in pricing, terms or loans from COVERIS' Suppliers.
- Bribes or kickbacks
- Cash or cash equivalents
- Lavish or excessive gifts and entertainments
- Entertainment at clubs or organisations that discriminate on the basis of race, colour, gender, national origin, religion, or sexual orientation
- Entertainment at sexually oriented establishments
- Entertainment that places the COVERIS employee at a risk of physical harm.

Confidential Information

Suppliers will safeguard COVERIS' confidential information by keeping it secure, limiting access to those who have a need to know in order to do their job, and avoiding discussion of confidential information in public areas (planes, trains, elevators, restaurants etc.), either directly or on mobile phones.

Confidential information includes facts, data and knowledge that are not generally disclosed such as trade secrets, financial figures, new products and marketing plans, research and development ideas, manufacturing processes, personnel information and information about potential investment, divestures and acquisitions.

The obligation to preserve COVERIS ' confidential information is ongoing, even after the business relationship ends.

COVERIS will safeguard Suppliers' confidential information.

Fair Competition and Anti-trust

COVERIS believes in free and open competition, and fully complies with the European Union competition laws. Suppliers are requested to comply with all applicable local and international regulations regarding fair competition and antitrust.

Accuracy of Business Records

Suppliers must record and report information accurately, honestly, on a timely manner and must not hide, fail to record or make false entries into financial books.

General Legal requirements

Suppliers will comply with all applicable laws and regulations to which they are subject.

Communication

Suppliers will take appropriate steps to ensure that these Standards are communicated to their employees and their own supply chain. Suppliers will use their best efforts to ensure their own suppliers adhere to these Standards as well.

Monitoring and Compliance

Suppliers will notify COVERIS immediately if they become aware of any non-compliance of their company or of any of their suppliers with these Standards, and will take immediate actions that are necessary to remedy any non-compliance. COVERIS reserves the right to engage in various monitoring activities to confirm compliance with these Standards.

To report any matters of concern:
COVERIS
For the attention of the Legal Department
Email : *Ethics@coveris.com*