



 **Logoplaste**

# SUPPLIER GUIDANCE

September 2020

# LOGOPLASTE **SUPPLIER GUIDANCE**

## INTRODUCTION

Sustainability focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs. The concept of sustainability is composed of three pillars: economic, environmental and social - also known informally as profit, planet and people.

At Logoplaste, we are committed to further improving our production sites into more sustainable and circular operations, helping to restore the world we live in, and this can only be achieved with the support of all our stakeholders.

As a business partner of Logoplaste, you are expected to comply with the Key Principles defined in our Sustainable Procurement Policy and our Global Code of Conduct for Suppliers and Contractors. We evaluate our Supplier's Corporate Social Responsibility through an assessment focused on our Key Principles.

We understand that improvement requires time and effort, so we want to help our suppliers to get better and better results over time and be part of that growth. To this end, we have developed a guide that defines a set of initiatives and goals to be taken into account for each Key Principle.



**BUSINESS  
ETHICS**



**HUMAN RIGHTS  
AND LABOR  
PRACTICES**



**ENVIRONMENTAL  
RESPONSIBILITY**



**OCCUPATIONAL  
HEALTH & SAFETY**

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## BUSINESS ETHICS



### **INTRODUCTION**

Topics like compliance with laws and regulations, anti-bribery, non-acceptance of gifts, prohibition of tax evasion, anti-money laundering and maintenance of financial records are of major concern, as they demonstrate transparency and promote good business practices.



### **STEPS TO CONSIDER BY SUPPLIER**

- Do you have a policy or code of conduct where you reinforce the need to fight corruption?
- Do you have internal channels where employees could address any business ethics related issue?



### **SUGGESTED GOALS**

- Work towards the achievement of the Sustainable Development Goals
- Establish formal Community outreach programs in the countries in which you operate
- Work towards ensuring employee satisfaction
- Ensure there are no violations of business ethics

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## HUMAN RIGHTS AND LABOR PRACTICES



### **INTRODUCTION**

A strong company means a strong workforce therefore it is important to reinforce the internal channels to promote communication, protect the employees and ensure that everyone is treated equally and with respect.



### **STEPS TO CONSIDER BY SUPPLIER**

- Do you invest in community development activities in the markets in which you operate?
- Do you have a labor practices and human rights policy?
- Do you offer training to your employees related to labor practices and human rights?
- Do you have internal channels where employees could address any human rights and labor related issue?
- Are hiring, remuneration, promotion, end of contract or retirement processes transparent and fair?



### **SUGGESTED GOALS**

- Establish formal Community outreach programs in the countries in which you operate
- Work towards ensuring employee satisfaction
- Compliance with human rights in all operational facilities
- Ensure there are no violations of human rights and labor practices

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## ENVIRONMENTAL RESPONSIBILITY



### INTRODUCTION

Environmental respect has a major impact on our present and future lives. It addresses topics like:

- (i) Energy consumption and greenhouse gas (GHG) emissions;
- (ii) Waste and Disposal;
- (iii) Water consumption.



### STEPS TO CONSIDER BY SUPPLIER

- Have you measured your carbon footprint or taken steps to reduce your greenhouse gas emissions?
- Have you set publicly available greenhouse gas reduction targets?
- Have you considered alternative forms of energy?
- Do you have a recycling program in place?
- Have you set publicly available waste reduction goals?
- Have you set publicly available water reduction goals?



### SUGGESTED GOALS

- Reduce total greenhouse gas emissions
- Increase renewable energy usage
- Increase total waste reuse and recycling
- Reduce water usage
- Ensure there are no environmental violations

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## OCCUPATIONAL HEALTH & SAFETY



### INTRODUCTION

At the heart of each organization are the health and safety of its employees. A safe workplace increases employee productivity and improves the quality of products and services. It also attracts stronger candidates and generates additional economic opportunities. In addition, many of today's health care costs are related to chronic disease associated with lifestyle. It is important to start taking steps to build a health culture where employees know the risks and how to reduce them. In this way, it is possible to improve the quality of life of employees and their families.



### STEPS TO CONSIDER BY SUPPLIER

- Do you have a company policy on employee health and safety?
- Have you publicly reported on safety performance?
- Do you provide access to health & wellness programs?
- Do you provide preventive health care benefits?



### SUGGESTED GOALS

- Reduce Total Recordable Incident Rate (TRIR)
- Ensure that manufacturing and R&D sites have updated risk assessments and monitoring plans
- Achieve a high level of employees considered of "low health risk"
- Ensure there are no Occupational Health & Safety violations



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