**Supplier Code of Conduct**

Tapecon is committed to conducting business ethically, responsibly, and sustainably -with integrity, transparency, and respect for social and environmental standards. We expect the same commitment from our suppliers, contractors, and service providers (collectively referred to as “Suppliers”), who play a key role in upholding these values throughout our supply chain.

This Supplier Code of Conduct sets forth the minimum standards we expect in the areas of environmental responsibility, labour and human rights, ethics, responsible sourcing, and continuous improvement. It is aligned with globally recognized frameworks such as the **UN Global Compact, ILO Conventions, OECD Guidelines, EcoVadis Sustainability Criteria**, and relevant laws and regulations including **REACH, RoHS, HAZMAT, EPA,** and **OSHA.**

**Environmental Responsibility**

Suppliers are expected to:

Comply with all applicable environmental laws, regulations, and standards.

Identify and manage environmental risks associated with operations, products, and services.

Reduce greenhouse gas emissions, energy and water consumption, and waste generation.

Promote the use of environmentally friendly processes and materials where feasible, including:

FSC® or PEFC-certified paper and substrates

Low-VOC inks and adhesives

Recyclable or biodegradable materials

Avoid or minimize the use of hazardous substances and ensure proper management in line with REACH, RoHS, and similar regulations.

Provide Safety Data Sheets (SDS) and documentation for regulated substances upon request.

Support circular economy practices and continuous environmental improvements with measurable targets.

Track and reduce environmental impacts from production and logistics.

**Human Rights & Labor Practices**

Suppliers are expected to uphold human rights and treat workers with dignity and respect:

No Child Labor: Suppliers must not engage in or support child labor. Workers must meet the legal minimum working age or be at least 15 years old (whichever is higher), in accordance with ILO Conventions 138 and 182.

No Forced Labor or Human Trafficking: Suppliers shall not use forced, bonded, or indentured labor. Workers must be free to terminate their employment and retain control over their identification documents and wages.

Non-Discrimination: Employment decisions must be based on merit. Suppliers must not discriminate based on race, gender, religion, age, disability, sexual orientation, or any protected characteristic.

Harassment-Free Workplace: Suppliers shall provide a work environment free from harassment, abuse, and coercion—physical, verbal, or psychological.

Freedom of Association: Respect employees’ legal rights to form, join, or not join worker organizations.

**Working Hours & Compensation:**

Suppliers shall:

Maintain reasonable work hours in accordance with local laws.

Provide fair wages and benefits meeting or exceeding legal minimums.

Ensure timely payment and any legally required overtime premiums.

**Health & Safety**

Suppliers must:

Provide a safe and healthy work environment.

Protect workers from exposure to hazardous substances.

Maintain access to potable water, clean sanitation, and emergency procedures.

**Ethics and Business Integrity**

Suppliers must conduct business ethically and in compliance with applicable laws.

**Anti-Corruption:**

Bribery, extortion, and embezzlement are strictly prohibited.

Suppliers must:

Not offer or accept bribes or improper advantages.

Comply with anti-corruption laws such as the U.S. FCPA and UK Bribery Act.

Report any unethical conduct by Tapecon employees or public officials.

**Conflicts of Interest**

Suppliers must disclose any relationships with Tapecon employees that may create conflicts, such as family ties, personal connections, or outside interests.

**Confidentiality & Data Protection**

Suppliers shall safeguard all confidential and proprietary information.

**Accurate Records**

Maintain transparent and accurate business records.

**Fair Competition**

Suppliers must not engage in price fixing, bid rigging, or other anticompetitive conduct.

**Whistleblower Protection**

Suppliers shall provide mechanisms for reporting ethical concerns without fear of retaliation.

**Responsible Sourcing and Due Diligence**

Suppliers must exercise due diligence to ensure that their own supply chains are free from human rights abuses, environmental violations, and illegal sourcing.

Avoid sourcing conflict minerals (e.g., tin, tantalum, tungsten, gold) unless in compliance with Section 1502 of the Dodd-Frank Act.

Source timber, paper, palm oil, and other raw materials from legal, traceable, and sustainable sources (e.g., FSC-certified).

Provide documentation and certifications (e.g., Dodd-Frank, REACH, RoHS, FSC, PEFC) upon request.

Participate in sustainability assessments and corrective action programs as requested.

**Diversity, Inclusion, and Fair Treatment**

Suppliers shall:

Provide equal opportunity and fair treatment in all employment practices.

Promote diversity and inclusion across their workforce.

Prohibit discriminatory practices and ensure hiring, promotion, and discipline are based on merit and performance.

**Compliance and Monitoring**

Suppliers shall not violate this Code either directly or indirectly (e.g., through subcontractors).

Tapecon reserves the right to assess compliance through audits, self-assessments, or other monitoring tools.

Suppliers must take corrective actions for any identified violations and demonstrate ongoing improvement.

Legal Status: Suppliers must disclose if they have been debarred by the U.S. Government.

They have had business/export licenses revoked or faced prosecution.

Their leadership has been subject to U.S. sanctions or restrictions.

**Reporting Concerns**

Suppliers and their employees may confidentially report suspected violations of this Code to:

Phone: +1 (716) 854-1322

Email or Web: https://www.tapecon.com/contact

Reports will be treated confidentially, and good-faith reporting will not negatively impact the Supplier's relationship with Tapecon.

**Audit Rights**

Tapecon reserves the right to verify supplier compliance through audits. Suppliers are expected to cooperate fully and provide requested documentation. Non-compliance may result in suspension or termination of business relationships.

This Supplier Code of Conduct is in no way intended to conflict with or modify the terms and conditions of any existing contract. In the event of a conflict, Suppliers must first adhere to applicable laws and regulations, then the contract terms, followed by this Supplier Code of Conduct.