

# Harper+Scott Corporate Social Responsibility Policy



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# Policy Brief + Purpose



## **Our Commitment.**

Our Corporate Social Responsibility (CSR) policy refers to our responsibility toward our surroundings. Our company's existence is not lonely. It's part of a bigger system of people, values, other organizations and nature. The social responsibility of a company is to behave ethically and contribute to economic development while improving the quality of life of the workforce and their families as well as of the local community and society at large. It is our belief that how we operate as a company, and as individuals, is based on the principle of doing the right thing for our employees, customers, consumers, business partners and the environment.

## **Our Compliance Definition.**

Our CSR policy outlines our efforts to give back to the world as it gives to us. This policy applies to our company and its subsidiaries. It may also refer to Suppliers, Vendors and Partners. Harper + Scott will only conduct business with parties that comply with all applicable legal and regulatory requirements in the countries in which they do business. In today's demanding environment where there is growing regulation and enforcement activity, Harper + Scott requires its partners to be committed to an esteemed level of regulatory compliance. Any parties conducting business with Harper + Scott are expected to comply with their contractual obligations under any purchase order or agreement.





# Policy Elements



## **Our Commitment.**

We want to be a responsible business that meets the highest standards of ethics and professionalism.

Our company's social responsibility falls into two categories: compliance and proactiveness. Compliance refers to our company's commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

## **Compliance Themes.**

### LABOR + HUMAN RIGHTS

- Diversity, Discrimination + Harassment
- Child Labor
- Forced Labor
- Human Trafficking
- External Stakeholder Human Rights
- Employee Health + Safety

### ETHICS

- Anticompetitive Practices
- Corruption
- Responsible Information + Data Management

## **Proactiveness Themes.**

### ENVIRONMENT

- Recycling
- Conserving Energy + Fuel
- Technology Footprint

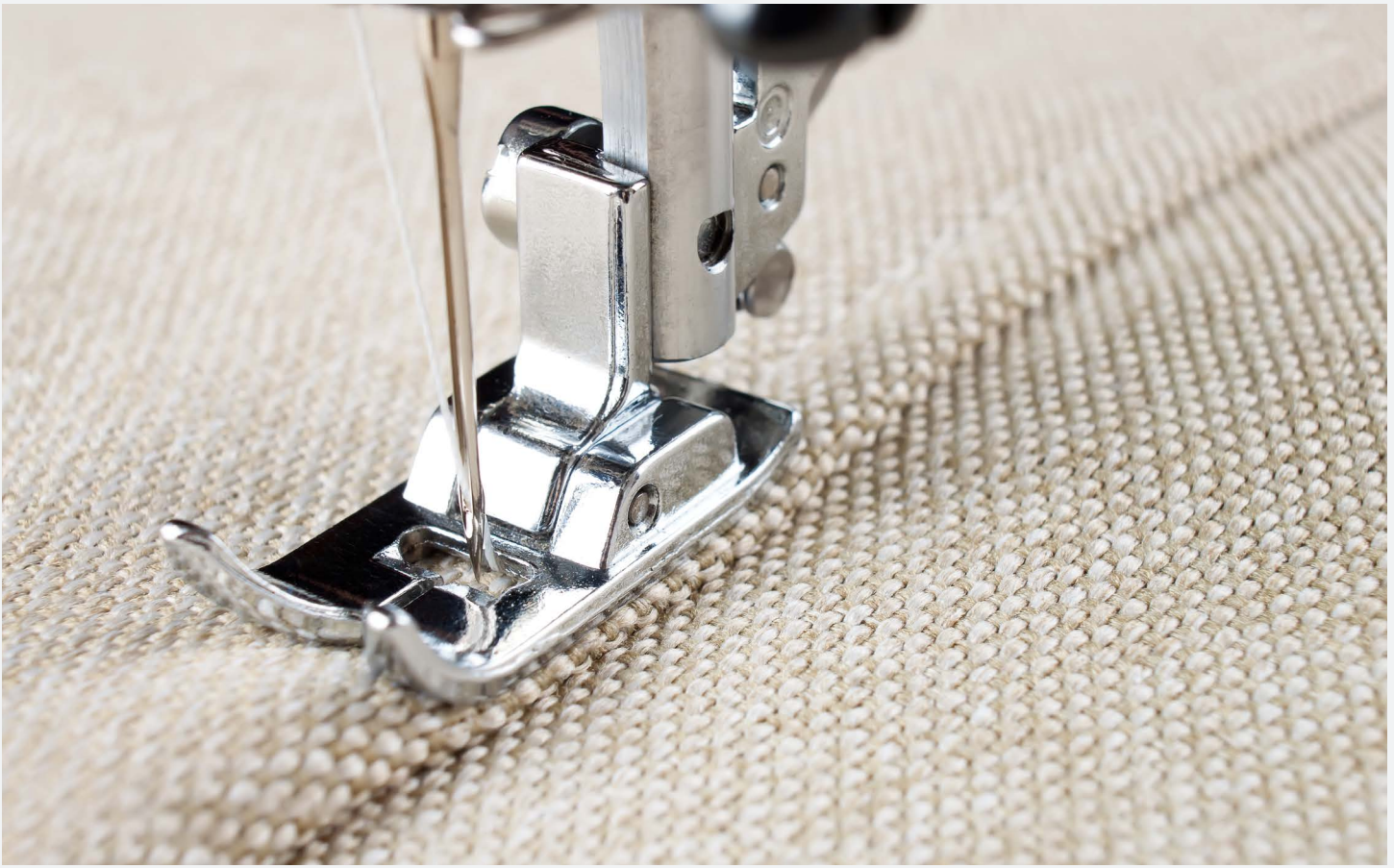
### SUSTAINABLE PROCUREMENT

- Supplier Environmental Practices

### COMMUNITY

- Donations
- Volunteer Work





# Labor + Human Rights



## **Protecting People.**

We'll ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

Everyone deserves to be treated with dignity and respect, and we must all work to create a positive and professional workplace.

## **Human Rights.**

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labor practices. We'll ensure that our activities do not directly or indirectly violate human rights in any country. Harper + Scott supports the International Labor Organization (ILO) declaration on the Fundamentals Principles and rights at work. Harper + Scott confirm its commitment to ensuring that the supply chains it employs in the sourcing and manufacturing of its products do not include, utilize or tolerate human trafficking, slavery and forced or child labor, and comply with all applicable laws.

## **Discrimination.**

Suppliers, Vendors and Partners shall not discriminate with

regard to race, color, gender, language, religion, union membership, political opinion, caste, national origin, birth, union affiliation, sexual orientation, health status, age, disability, marital status or other characteristics protected by law.

As business leaders, we strongly support LGBT rights and believe that nobody should face persecution or discrimination because of who they are or who they love.

### **Child Labor.**

Suppliers, Vendors and Partners shall not engage in or benefit from the use of child labor. The minimum age for full-time employment shall be as recommended by ILO or permitted by the law of the local country, whichever is higher.

### **Forced Labor + Human Trafficking.**

Suppliers, Vendors and Partners shall not participate in or benefit from any form of forced labor, including bonded labor, indentured labor, involuntary prison labor, slave labor or human trafficking. Workers shall be allowed to move around freely, leave their place of work after their shift ends and be free to leave their employer after reasonable notice.

Harper + Scott prohibits the use of corporal punishments, threats of violence, the use of monetary fines and any other form of mental or physical abuse, coercion or intimidation from

anyone that we conduct business with.

### **Harassment.**

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

### **Employee Benefits + Compensation.**

Suppliers, Vendors and Partners are expected to adhere to all applicable national laws or industry standards related to wages, working hours, overtime and benefits. All workers are expected to be provided with written and understandable information about their employment conditions in respect to wages before they enter employment.

Employment of temporary workers must comply with relevant national employment laws.





# Ethics



## Compliance Legality.

Our company will: Respect the law, Honor its internal policies, Ensure that all its business operations are legitimate, Keep every partnership and collaboration open and transparent

## Business Ethics.

We'll always conduct business with integrity and respect to human rights. Suppliers, Vendors and Partners are expected to conduct business with honesty and integrity and demonstrate the highest standards of business ethics. In addition, we will ensure the following:

- Suppliers, Vendors and Partners do not enter into any agreements or understandings with competitors or others that restrict competition, fix prices, rig bids, allocate markets or limit sales
- To prevent financial fraud and money laundering, any payment by Harper + Scott to a vendor, supplier or other party must be made to an onshore bank account titled in the name of the contracted vendor, supplier or other party
- Suppliers, Vendors and Partners have a policy and procedure in place to ensure employees avoid aa situation where a conflict of interest arises



## **Fight Against Corruption.**

Harper + Scott and all parties that we conduct business with shall not engage in any form of bribery, corruption, extortion or embezzlement, or otherwise seek to unjustly influence private individuals, public officials and/or the judiciary in order to obtain any improper benefit or advantage. Suppliers, Vendors and Partners are expected to abide by all applicable anti-corruption law and regulations including commercial bribery in all countries in which they operate.

## **Employee + Data Privacy.**

Harper + Scott and all parties that we conduct business are expected to respect the privacy of their employees as well as those whose personal data Harper + Scott entrusts with them to provide products or services. We expect them to properly protect and user personal information. Our suppliers must not trade in, sell or lease any personal information.

## **Confidentiality.**

Harper + Scott respects the confidential information of others and expects that Suppliers, Vendors and Partners will not seek to obtain or disclose the confidential information of Harper + Scott or our customers. Confidential information includes, for example, customer lists, product information, sales and

marketing plans, company business plans and any other sensitive or proprietary information.







# Environ- ment



### **Health + Safety.**

Suppliers, Vendors and Partners are expected to comply with all applicable health and safety laws, rules, regulations and industry standards, and ensure that their workers are offered a safe and healthy working environment. We expect our Suppliers, Vendors and Partners to take all reasonable and necessary precautions to prevent accidents and injuries, analyze and minimize health and safety risk exposure, protect their physical assets, ensure business continuity and induce public trust.

### **Preserving the Environment.**

Our company recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always follow best practices when disposing of garbage and using chemical substances. Stewardship will also play an important role.

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy
- Using environmentally-friendly technologies

Suppliers, Vendors and Partners are encouraged to work systematically to prevent, minimize and remedy adverse environmental impacts, such as air, noise, ground and water pollution, from their activities, products and services by means of a proactive approach and management of their environmental responsibilities.

# Sustainable Procurement

Harper + Scott meet our customer's needs for goods and services in a way that achieves value for money and promotes positive outcomes not only for the Company (Brand) itself, but for the economy, environment and society.

It is encouraged that all of our Suppliers, Vendors and Partners strive to manufacture and source environmentally preferable materials and use practices that demonstrate social and environmental stewardship. Harper + Scott employees will consider short- and long-term related costs in comparing product alternatives.







# Community

## **Donations + Aid.**

Our company may preserve a budget to make monetary donations. These donations will aim to:

**Advance the arts, education and community events. Alleviate those in need.**

## **Volunteering.**

Our company will encourage its employees to volunteer. They can volunteer through programs organized internally or externally. Our company may sponsor volunteering events from other organizations, and management of their environmental responsibilities.

## **Supporting Community.**

Our company may initiate and support community investment and educational programs. Programs should provide support to nonprofit organizations or movements to promote cultural and economic development of global and local communities.

## **Learning.**

We will actively invest in Research + Development. We will be open to suggestions and listen carefully to ideas. Our company will try to continuously improve the way it operates.





# Partner Acknowledgement



## Our Commitment.

Our company is committed to social responsibility. We'll readily act to promote our identity as a socially aware and responsible business. Management must communicate this policy on all levels. Managers are also responsible for resolving any CSR issues.

## Your Commitment.

As the Supplier, Vendor or other Partner's authorized representative, I hereby acknowledge and agree that I have received and read a copy of the Harper + Scott Company Social Responsibility policy. I understand what the obligations under the policy are, and I confirm that our company will adhere to this policy.

**Name of Company:**

**Your Name:**

**Your Title:**

**Your Main Harper+Scott Contact(s):**

**Date:**

**Signature:**

**Company Stamp:**