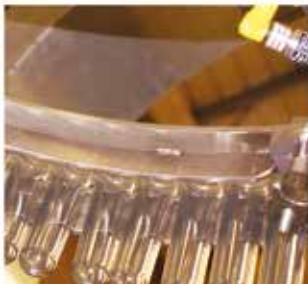
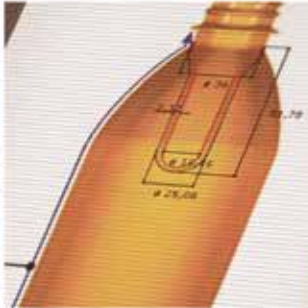


# | CODE OF **CONDUCT**

 **Logoplaste**



# | CODE OF **CONDUCT**



Logoplaste Code of Conduct  
Version 3.0 | ENG

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**YOU + LOGOPLASTE**  
SHAPING  
THE **FUTURE**  
**TOGETHER**

## OUR **CODE**

The Code has been adopted by Logoplaste's Executive Committee and applies to every single employee of Logoplaste.

Although Logoplaste operates in many countries across the globe, and our colleagues are citizens of nations with varying laws, regulations and customs, Logoplaste's commitment to behave according to the highest standards of ethical conduct transcends national boundaries.

**The Code applies to all of us.**  
**We live by our Code.**

All Logoplaste employees and third parties acting on behalf of Logoplaste are required to read and comply with this Code of Conduct.

This Code is available in multiple languages, on our intranet.



## LIVING OUR CODE OF CONDUCT AND CORPORATE VALUES

# WHAT WE EXPECT FROM EVERYONE

Each of us has a responsibility to uphold the Code of Conduct.

Compliance with the Code of Conduct is a term and condition of employment with Logoplaste.

**WE MUST KNOW**  
the Code of Conduct

**WE MUST COOPERATE**  
as directed by Logoplaste with any investigation, inquiry, examination or litigation related to Logoplaste's business

**WE MUST SPEAK UP**  
about conduct by others that might violate our Code of Conduct or Logoplaste policies

**WE MUST DO**  
the right thing when it comes to our own conduct

## | WHAT WE EXPECT FROM EVERYONE

Prior to joining Logoplaste, we require that new employees certify, in a form as provided at the end of this Code, that they have read and fully understood the Code of Conduct, the “Anti-Bribery and Anti-Corruption Compliance Policy” and the “Anti-Money Laundering Policy”, and that they will comply with it and will report suspected violations.

New employees must attend orientation sessions where they will be briefed on, among other things, the Code of Conduct, the “Anti-Bribery and Anti-Corruption Compliance Policy” and the “Anti-Money Laundering Policy”, as part of the Induction Program, shortly after they begin work.

Thereafter, all employees are required to complete additional annual training on these policies and must recertify to their understanding and ongoing compliance.

Compliance with these requirements is a condition of employment.

Logoplaste will take measures to enforce the Code of Conduct. Employees, who violate the Code of Conduct, are subject to disciplinary action, up to and including termination of employment.

We rely on our employees to practice sound decision-making behaviours that preserve an ethical workplace.

Employees are responsible for their own decisions. No one, at any level, has the authority to tell an employee to do something unethical or illegal. If an employee is unsure of the proper course of action, he/she must address Human Resources and/or report through defined communication channels (see “Employee Grievance Policy”). This team is always available to help and guide. Information provided to Human Resources is confidential and private, protecting all parties involved.





In everything we do, and everywhere we operate around the world, Logoplaste has a set of well-defined Corporate Values.

This way, we give all our employees a behaviour guide, in a way we do our business and go about our daily work.

**Our Values** are reference points for all our actions and decisions.

**Our Values** guide us in our relations with internal and external contacts.

Logoplaste's Corporate Values are described through expected behaviours...



## **PARTNERS**

SHAPING PARTNERSHIPS  
WHEREVER WE OPERATE

- | Seeks to identify and understand who are our partners – colleagues, customers, suppliers, communities and authorities.
- | Respects and cares for all our partners, through a satisfying, trustworthy and successful business operation.
- | Deals honestly with its partners and fosters loyalty and trust by providing outstanding value and service.
- | Relates to all partners with respect, concern, understanding, and patience, and helps them to succeed.
- | Fosters long-term relationships with our partners, by being attentive, curious, committed and continuously learning.
- | Seeks to develop new collaborative opportunities with our partners, solve problems and achieve excellence.



## **QUALITY**

SHAPING QUALITY AND EXCELLENCE  
IN EVERYTHING WE DO

- | Acknowledges and understands the Group Quality Policy.
- | Constantly sets and meets high standards of quality, excellence and sustainable value.
- | Ensures stability and consistency in all processes developed.
- | Strives to reach personal best performance, learns and shares knowledge from/with others and delivers high quality work.
- | Focuses on performance to deliver the full operating and financial potential of Logoplaste.
- | Fosters continuous improvement and enhancement of our skills, responding dynamically to change.
- | Takes own responsibility on everything that is done.





## TEAMWORK

SHAPING TEAMS AND  
THE BUSINESS TOGETHER

- | Shows willingness to commit, in an open, candid and respectful manner to reinforce personal and collective achievements.
- | Strives for mutually beneficial relationships with customers and colleagues.
- | Works collectively and constructively with other colleagues, departments, regions and partners for a common goal.
- | Supports and recognizes the efforts and achievements of colleagues.
- | Actively seeks ongoing improvement, learning from achievements and downfalls.
- | Understands the Logoplaste broader organization, and contributes to its improvement.
- | Participates in personal development by learning and sharing best practices with/ from others.
- | Is interested in remaining competitive within Logoplaste's industry, by learning and execution.



## SAFETY

SHAPING SAFETY AT ALL TIMES,  
NO EXCEPTIONS

- | Acknowledges and understands the Logoplaste Global Environmental, Health and Safety Policy.
- | Complies with local safety regulations, Logoplaste's procedures and takes care not to put others and oneself at risk in the course work.
- | Fosters a safe working environment by encouraging colleagues to mitigate risks, follow proper work practices and minimizing hazards.
- | Commits to maintaining safe operations.
- | Shows commitment to protecting colleagues and partners in the communities in which we operate, from an environmental and business perspective.
- | Shows proactivity and initiative to reach zero safety incidents.
- | Takes ownership for safety by demonstrating personal commitment and competence throughout the organisation.



## **INTEGRITY**

SHAPING AN OPEN, HONEST,  
RESPECTFUL ENVIRONMENT

- | Acknowledges and understands the Group Code of Conduct.
- | Behaves with honesty, respect and fairness towards colleagues, customers and suppliers.
- | Communicates openly with all colleagues regardless of organizational or geographic borders.
- | Shows accountability for the highest standards of behaviour in all features of our work.
- | Communicates values through actions and behaviours.
- | Demonstrates a commitment to integrity and ethics, building trust through the way that we work.
- | Keeps commitments and meets agreed requirements.



## **INNOVATION**

EMPOWERMENT TO SHAPE  
INNOVATION AND CREATE VALUE

- | Displays curiosity, exhibits ongoing interest, keeps up to date and adopts best practices in own work.
- | Strives to find constant improvements and better ways of doing things.
- | Listens and reacts constructively to innovative ideas from colleagues.
- | Demonstrates the willingness to think outside the box, voices suggestions and readily joins change initiatives.
- | Shows commitment to support new initiatives and ideas, adapting well to change.



## OUR EMPLOYEES

At Logoplaste, our team is our most valuable resource.

Our relationships are built on the principles of co-operation, honesty, trust, respect, individual empowerment and accountability, mutual support and learning.

We are committed to providing our employees with professional fulfilment and development, training, recognition, fair remuneration and a safe working environment.

Logoplaste wants to foster a meritocratic culture.

To achieve that goal, Logoplaste has established a Performance Management System, to identify key individuals and reward, train, develop and promote our employees based on their merit and ability.

In joining Logoplaste, you join a company that prides itself on - strong - values and company culture, where people are at the cornerstone.

### *At Logoplaste we promote:*

- | Team spirit
- | A positive attitude
- | Efficient working
- | Dynamic approach

- | Communication
- | Taking initiative
- | Transparency
- | Open door policy

WHAT IT MEANS  
TO BE A **PART**  
OF OUR **FAMILY**



## TRAINING AND DEVELOPMENT

Logoplaste is committed to the Training & Development of all employees, at all levels.

We believe that all employees have the potential to grow, both in their work role and at a personal level, and shall endeavour to provide opportunities for this growth.

Whenever possible, Logoplaste gives priority to internal promotion of the team.

Logoplaste wants to empower employees to take ownership of their development, with support from their managers and the company as a whole.

## | TRAINING AND **DEVELOPMENT**

### *Our Training Objectives*

- | Training is intended to give our employees the skills, knowledge and understanding to enable them to function in the working environment with competence and confidence.
- | We foster a culture where “right the first time” actions are carried out in all that we do, and for everyone we do it for.
- | We provide employees with performance standards, providing regular feedback and performance reviews.
- | We ensure training and information, so that our employees conduct their work in a safe manner.
- | Our internal “minimum training standards” are set as guidance to ensure all our employees receive levels of training consistent with their role.
- | We develop the potential of our employees.





## OUR ETHICS

Logoplaste is committed to conduct itself by our values and principles, in our operations and business, always recognizing our obligations to all those with whom we have dealings.

Logoplaste's reputation, as well as the trust and respect of those we do business with, are extremely important.

Logoplaste maintains and demands the highest ethical standards in the development of its business.

### ***Compliance with laws and regulations***

Logoplaste, as a global company, is committed to respect the laws, regulations and comply with all applicable business requirements where we operate.

Logoplaste and its employees are bound by the law. Compliance with all applicable laws and regulations must never be compromised.

Additionally, employees shall adhere to internal rules and regulations as they apply in each situation. Those internal rules are specific to Logoplaste and may go beyond what is required by the law.

### ***Conflicts of Interest***

Employees are required to always act in accordance with the highest standards of integrity and to the best interests of Logoplaste.

## | OUR ETHICS

A Conflict of Interest exists when an employee, or a member of his/her family, is involved in an activity that affects (or could appear to affect) his/her objectivity as a Logoplaste employee. In such a situation, it can be difficult for the employee to act fully in the best interests of the company.

Below are some examples of areas where a Conflict of Interest may arise. Because it is not possible to list every area of conflict, Logoplaste's employees (and family members) are required to exercise their better judgment, revealing any activities as required by policy, seeking assistance whenever necessary and always complying with ethical standards.

### | THIRD-PARTY INTERESTS

Logoplaste values its relationships with customers and suppliers, and is committed to upholding the highest standards of personal and professional integrity. It is necessary that employees take into consideration whether their actions as Logoplaste representatives could possibly lead to a Conflict of Interest with a customer or supplier. Employees and their families should avoid volunteering or accepting outside employment with, borrowing from or lending funds to, or acquiring or maintaining a direct or indirect ownership interest in any business enterprise of a competitor, customer, or supplier of goods, services or credit to the Company. This may lead to a conflict between your personal interests and those of the Company.

### | PERSONAL BENEFITS

An employee (or family member) can be motivated to act in his/her own benefit, which might not be in the best interest of Logoplaste. All employees must step aside from any situation or action that might lead them to placing their personal interests ahead of the best interest of the company, its customers and/or its suppliers. Employees' private interests shall not influence their responsibilities at Logoplaste.

### | PERSONAL RELATIONSHIPS

Conflicts may also occur when working with people with whom there is a personal relationship outside of the workplace. All actions and decisions must be made in Logoplaste's best interest, and not because of an employee's personal relationships.

Logoplaste welcomes family members to join our team, provided that the Global Compliance Officer has approved it after mitigating any potential conflicts, e.g. they may not work directly together where one has supervision over another.

### | OUTSIDE ACTIVITIES

Outside business activities should not interfere with the employee's responsibilities and productivity at Logoplaste, reflect adversely on the company or conflict/appear to conflict with Logoplaste's best interest. All employees are expected to put their jobs at Logoplaste ahead of other business activities, and may be required to discontinue any activity if a conflict arises. Employees shall not use Logoplaste's equipment or resources in any external activities.

## OUR ETHICS

All employees are responsible for their own behaviour, including compliance with the law, this Code of Conduct and Logoplaste's policies and procedures.

Employees are expected to diligently avoid Conflicts of Interest.

If a Conflict of Interest situation has occurred, or if an employee faces a situation that may involve or lead to a Conflict of Interest, the employee shall disclose it to Management and/or the Human Resources team, and in last instance to Global Compliance Officer if the conflict is related to Human Resources and/or Management members, to resolve the situation in a fair and transparent manner.

### **Insider Trading**

While performing their duties, employees may find, learn or

work with important Logoplaste non-public information, such as sales, earnings, acquisitions, regulatory matters, or other. It is every employee's responsibility to keep non-public information confidential.

### **Employees are not allowed to:**

- | Purchase and sell Logoplaste's securities on the basis of potentially price relevant information which is not yet public;
- | Disclose the non-public information to family, friends or any other person outside Logoplaste;
- | Recommend to family, friends or others to purchase and sell Logoplaste's securities or securities in other companies about which they have access to non-public information from their job with Logoplaste.

All Logoplaste employees should be conscious that non-compliance with these rules may result in severe disciplinary measures.

When in doubt regarding the interpretation or applicability of Logoplaste's insider trading rules, employees shall consult with the Human Resources team and/or the Global Compliance Officer.

### **Proprietary and Confidential Information**

Logoplaste values and protects our proprietary and confidential information, and we respect the proprietary and confidential information of others.

Confidential information consists of any information that is non-public information, such as trade secrets, business plans or processes, service plans, technology and systems, consumer insights, pricing information, engineering and manufacturing specifications, designs, databases, records, salary information and any non-published financial or other data.

Logoplaste's continuous growth and success depends on the use of its confidential information and its non-disclosure to others.





## | OUR ETHICS

Employees shall not disclose confidential information or allow such disclosure. This obligation continues beyond the termination of employment with Logoplaste.

Employees must use best efforts to avoid unintentional disclosure by applying special care when storing or transmitting confidential information.

Logoplaste respects that third parties have the same interest in protecting their own confidential information. In case any of our competitors, suppliers or customers, share with Logoplaste confidential information, such information shall be treated with the same care as if it was Logoplaste's confidential information.

Employees must not use any illegal or unethical means to obtain information from any competitor, customer or supplier, or disclosure any Logoplaste information.

Proprietary or Confidential information must not be shared or discussed outside Logoplaste, except where permitted or required by applicable law or regulation, or order issued by a court of competent jurisdiction or requested by an official agent.

Employees are responsible for ensuring their own compliance with all Logoplaste policies and procedures, including the Logoplaste "Social Media Policy", which can be found at Logoplaste intranet page.

### ***Fraud, Protection of Logoplaste's Assets, Accounting***

Logoplaste commits to honesty and respect for our assets and property.

Employees must never be involved in fraudulent or any other dishonest or misleading conduct involving Logoplaste property, assets or financial reporting and accounting.

Logoplaste's financial records are the basis for managing our business and fulfilling our obligations to various stakeholders. Therefore, any financial record must be accurate and in line with Logoplaste's accounting standards.

Employees are responsible for safeguarding tangible and

intangible Logoplaste assets, including trademarks, know-how, confidential or proprietary information and information systems.

Employees shall seek to protect Logoplaste's property from loss, damage, misuse, theft, fraud, embezzlement and destruction.

To the extent permitted by applicable law, Logoplaste may monitor, inspect and record how its assets are used by employees, including inspection of all e-mail, data, equipment and files kept on Logoplaste network terminals.

### ***Anti-Bribery and Anti-Corruption***

Logoplaste condemns and prohibits any form of bribery, corruption or illegal payments.

## | OUR ETHICS

Employees must never, directly or through intermediaries, offer or promise any personal or improper financial or other advantage, in order to obtain or retain a business or other advantage from a third party.

Furthermore, employees must never solicit or accept any advantage in return for any preferential treatment of a third party.

All Logoplaste employees should be conscious that offering or giving of improper benefits, to influence the decision of others, may result in disciplinary measures, up to and including termination and referral to legal authorities if required.

Special caution and attention applies when dealing with

Government Officials<sup>1</sup>. These details are described more fully in the “Anti-Bribery and Anti-Corruption Policy”.

Employees are responsible for complying with all Logoplaste policies and procedures, including the Logoplaste Global “Anti-Bribery and Anti-Corruption Policy”, which can be found at Logoplaste intranet page.

### ***Hospitality - Gifts, Meals, Travel and Entertainment***

Logoplaste competes and does business based only on quality and competence.

Employees shall not be influenced by receiving favours, nor shall they try to improperly influence others by providing favours.

<sup>1</sup> 'Government Official' is defined in the Logoplaste Anti-Bribery and Anti-Corruption Policy



## | OUR ETHICS

Employees may only offer or accept reasonable meals or other hospitality and symbolic gifts which are appropriate under certain circumstances, transparent and appropriate to the business relationship, and recorded properly identifying the recipient name, title, organization, business purpose and date, and all attendees, and any other pertinent data.

Employees shall never accept or offer any hospitality if such behaviour could create the impression of improperly influencing the respective business relationship.

**Therefore, employees must follow basic rules, and always comply with the Hospitality guidance provided in the “Anti-Bribery and Anti-Corruption Policy”:**

- | Gifts or favours must not be solicited;
- | Money must never be accepted;
- | Small tokens and hospitality may be accepted, provided they do not place the recipient under any obligation, are not capable of being misconstrued, and can be reciprocated at the same level, and the employee’s Manager is made aware of the situation.

When in doubt, the employees shall seek guidance from their Manager, the Human Resources department and/or Global Compliance Officer.





## COMMITMENT TOWARDS OUR EMPLOYEES

Logoplaste commits to act in full compliance with the existing legislation and regulations in the countries where it operates, promoting dignified labour conditions.

### *Logoplaste commits to:*

- | Provide its employees with a contractual relation, recognised and defined according to local legislation and regulations. The labour relation cannot be forced or under the threat of any penalty which the employee has not accepted voluntarily;
- | Provide a safe, healthy and hygienic workplace environment, taking effective precautions to prevent potential health & safety incidents, occupational injury or illness, associated with or occurring in the course of work. Logoplaste will minimise or eliminate so far as is reasonably practicable, the causes of all material hazards in the workplace environment;
- | Not engage in the use of child labour or forced labour, not to agree to the use of these practices by third parties supplying products or providing services to Logoplaste;

## | COMMITMENT TOWARDS **OUR EMPLOYEES**

| Appoint a representative responsible for ensuring a safe and healthy workplace environment, introducing systems to detect, avoid or react to threats on health and safety. Provide training and information, on a regular basis, on health and safety for new employees, as well as employees with new responsibilities;

| Respect the freedom of association and to recognise the right to collective bargaining, providing parallel resources for free and independent association. Ensure that union members and representatives of workers are not subject to discrimination, and that such representatives have reasonable access to their members in the workplace;

| Respect and promote respect for employees, ensuring decent work conditions, not engaging in or tolerating the use of corporal punishment, mental or physical coercion or verbal abuse of employees;

| Prohibiting employees from engaging in any behaviour that is threatening, abusive, exploitative or sexually coercive, including inappropriate gestures, language and physical contact in the workplace;

| Guide labour policies and procedures - hiring, remuneration, access to training, promotion, termination or retirement – in order not to engage in or support discrimination based on race, social origin, gender, sexual orientation, marital status, age, disability, political opinions or union membership;

| Ensure the well-being and development of the employees, providing decent salaries and benefits, that should always meet at least legal or industry minimum standards, or collective bargaining agreements adopted in each country Logoplaste operates in;

| Respect the working days of its employees, complying with applicable laws, collective bargaining agreements and industry standards adopted in each country where Logoplaste operates, in order to protect its employees – maximum working hours per week, overtime, breaks, holidays and maternity and paternity leave;

| All overtime work shall be voluntary, responsible and in compliance with Logoplaste's business needs, respecting the

daily, weekly and annual limits adopted in each country where Logoplaste operates;

| Logoplaste expects its employees to treat each other with dignity and mutual respect;

Employees are responsible for complying with all of Logoplaste's policies and procedures, including the "Labour Practices & Human Rights Policy", which can be found at Logoplaste intranet page.



## COMMITMENT TOWARDS OUR CUSTOMERS

Logoplaste believes that integrity in dealing with customers is a prerequisite for a successful and sustained business relationship.

Logoplaste shall maintain high levels of technical expertise, through the provision of quality products and services and acting with efficiency, diligence and neutrality.

### *Logoplaste will:*

- | Maintain adequate standards of correction, courtesy and kindness;
  - | Ensure all communications and commercial presentations provide true and relevant information about Logoplaste;
  - | Not give monetary contribution, any gift of significant value or services
- to customers, which could be interpreted as attempted bribery;
  - | Manage its customers' confidential information with the same demand as its own confidential data policy.



## COMMITMENT TOWARDS OUR SUPPLIERS

Logoplaste aims to develop relationships with its suppliers based on mutual trust and respect.

### *Logoplaste will:*

- | Not engage in unfair, deceptive or misleading practices;
- | Always present Logoplaste in an honest and forthright manner;
- | Not offer, promise or provide anything of value to a supplier in exchange for an inappropriate advantage for Logoplaste.

When selecting suppliers or service providers, Logoplaste shall not only consider economic and financial conditions, commercial conditions and the quality of products or services, but also the ethical behaviour of the supplier, notably the compliance with our Code of Conduct.

Logoplaste expects all its suppliers or service providers to conduct their business in an ethical manner and to act with integrity.



## OUR COMPETITION

Logoplaste competes fairly and complies with all applicable competition laws in all countries where we operate.

These laws may sometimes be complex and vary from country to country – conducts that might be permissible in one country may be unlawful in another. Therefore, employees must be aware of, understand and comply with the country specific competition laws and policies, at all times.

### *Logoplaste will:*

- | Deal with its competitors in a way that obeys the rules of cordiality and mutual respect;
- | Not malign its competitors, either directly or through implication;
- | Respect the legal rules and criteria of the market, acting as a strong but honest competitor;
- | Not exchange price or competitive marketing information, or any other confidential information either from Logoplaste or from its customers and suppliers with competitors.
- | Not discuss or agree on terms of bids with competing bidders;



## | OUR **COMPETITION**

Employees shall avoid discussing proprietary or confidential information with competitors, or any other persons not authorized to receive such information. Employees should report any known or suspected illegal conduct regarding anticompetitive behaviours to the Corporate Human Resources team or to the Compliance Officer.

Logoplaste has a ZERO TOLERANCE policy for engaging in anti-competitive conduct when it comes to the relationship it has with its competitors, be it at any organizational level. Any violation of the above rules can lead to immediate dismissal. Employees must act in good faith, and fair dealing.





## COMMITMENT TOWARDS REGULATORY AND SUPERVISORY ENTITIES

The global nature of Logoplaste's business often requires that we interact with officials of various governments, in all countries where we operate. Transactions with governments are covered by special legal rules, and are not the same as conducting business with private parties.

*Because Logoplaste operates in the United States, the U.S. Foreign Corrupt Practices Act, which prohibits bribes to officials of non-U.S. governments, applies to all employees around the world.*

### **Logoplaste will:**

- | Not offer anything to a government official – directly or indirectly – in return for favourable treatment;
- | Fully cooperate with any internal or external investigation;
- | Never withhold, interfere with or fail to communicate relevant information about an investigation to relevant authorities;
- | Maintain and safeguard the confidentiality of an investigation to the extent possible.

## | COMMITMENT TOWARDS **REGULATORY AND SUPERVISORY ENTITIES**

Logoplaste shall provide the regulatory and supervisory authorities with all the collaboration that is requested or deemed as useful or necessary, and shall not adopt any behaviour that may prevent the exercise of the respective duties by such entities.

Making false statements to or otherwise misleading internal or external auditors, investigators, regulators, or other governmental entities may be grounds for immediate termination of employment and may also be a criminal act that can result in severe penalties.

Nothing contained in this Code, or any other Logoplaste guideline or policy, is intended to prohibit or restrict employees from disclosing in good faith confidential information substantiating any violation of law to any government, regulatory or self-regulatory agency.

Employees do not need the prior notification or authorization of Logoplaste to make any such disclosure.





## SUPPORTING THE **COMMUNITY**

## | SOCIAL RESPONSIBILITY

Logoplaste operates in many countries across the world, and is present in many locations. We recognize the value of fostering good relations with the communities where we operate, by participating in local programs and promoting collaboration.

Logoplaste promotes interaction with local schools & colleges, and supports students who want to learn about our industry.

*CADIn, Logoplaste Social Responsibility.  
The first non-profit organization, in Portugal, fully dedicated to the study  
and treatment of neurodevelopmental disorders*



## | SUSTAINABILITY

Logoplaste believes that sustainability is a part of being successful in business.

We want to make sustainability an integrated part of all our global business relationships and work closely with our suppliers and partners to achieve long lasting impacts across our entire value chain.

We use innovation to meet our partner's sustainability goals.

**Logoplaste pursues four major strategies to improve its environmental footprint:**

**Location** Locating our production lines within our partners' plant (through the wall), and reducing the number

of trucks needed for shipping the packages;

**Packaging** Using innovative design tools to improve the environmental profile of the packages;

**Energy** company-wide energy saving initiatives;

**Recycled Material** increasing the percentage of recycled material utilized.

Logoplaste is committed to encourage sustainability in the way we conduct our business, but also to create awareness in our employees, so that sustainability is part of their mindset.



# ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITY

Logoplaste is committed to creating environmental responsible operations as an integral part of our business supporting a continuous environmental improvement process and prevention of pollution.

Our aim is to ensure that our internal processes conform to our environment objectives, incorporating natural resources.

**Logoplaste takes Environmental, Health & Safety very seriously. Therefore, all Logoplaste employees shall:**

| Be responsible for their own environmental, health and safety, and for those around them who could be affected by their acts or omissions;

| Familiarise themselves, commit to learn and respect with Logoplaste's "Global Environmental and Health & Safety Policy", available in Logoplaste's intranet page.



## SOCIAL MEDIA, COMMUNICATION & CORPORATE IMAGE

Social networking through web based, and other electronic social media tools, are part of our daily lives. When used correctly, these tools can help raise Logoplaste's visibility and awareness of our brand.

However, when used inappropriately, certain types of content can have a negative effect on our business, employees, partners, shareholders and customers.

### *All employees will:*

- | Respect Logoplaste, it's employees, customers, suppliers, communities and competitors;
- | Honour the privacy rights of employees, requesting their authorisation before writing or showing any information about them on an external website;
- | Recognise that, as a Logoplaste employee, you are legally liable for anything you write or present online;
- | Respect Logoplaste's "Corporate Image Policy" with regards to emails and other internal or external communications.



## SHARING CONCERNS & REPORTING VIOLATIONS

Protecting Logoplaste's reputation is the responsibility of all our employees, in every location we operate. If an employee sees or suspects that something is illegal or unethical, he/she has not only the right, but also the obligation, to speak up and share his/her concerns.

We encourage employees to ask questions and have open conversations with managers on business and conduct concerns. We rely on our employees to speak up when something is unclear.

Employees are required to promptly report any known or suspected violations of the

Code of Conduct, any internal policy or any law or regulation related to our business.

Reporting is required whether the violation involves the employee or someone else subject to Logoplaste's Code of Conduct.

Employees should report any known or suspected illegal conduct, or conduct that violates the underlying principles of the Code of Conduct, by any of our customers, suppliers, consultants, employees, contract or temporary workers, business partners or agents.



## | SHARING CONCERNS & REPORTING VIOLATIONS

Employees will be held responsible for their own actions, and can also be held responsible for not reporting the actions of others if they knew there was a violation of any applicable policy, law or regulation.

Employees should be familiar with the “Employee Grievance Policy”, in Logoplaste’s intranet page. This policy refers to all channels available to share concerns or report violations – formal or informal reviews.



Throughout this Code of Conduct, we share information, links to definitions of key terms and links to some related policies to guide our employees in making ethical decisions.

This Code of Conduct does not intend to answer every question our employees may face at work or every related policy. In the absence of a specific policy, employees have a responsibility to use good judgment, comply with the spirit of the Code of Conduct and seek help from the Human Resources Team if any questions or concerns arise.

The Human Resources team can answer questions about the Code of Conduct, Company policies and procedures and explain how the rules apply in a specific situation.

Logoplaste’s Code of Conduct, which is administered by Corporate Human Resources, is the document that should serve as the employee’s first-line resource for ethical decision-making. It may be amended from time to time, and all amendments are effective immediately upon posting.

Employees can access the most current edition of the Code of Conduct on Logoplaste’s intranet page.

Translations are available.

**| RELATED POLICIES**

- | Anti-Bribery & Anti-Corruption Policy
- | Anti-Money Laundering Policy
- | Corporate Image Policy
- | Progressive Discipline Policy
- | Employee Grievance Policy
- | Global Environment and Health & Safety Policy
- | Group Quality Policy
- | Labour Practices & Human Rights Policy
- | Social Media Policy

**| APPROVAL DETAILS**

Policy Manager	Approval	Version	Date of Next Review
Corporate HR	Board	03	NA

**| CHANGES HISTORY**

Version no.	Date of Approval	Date of Implementation	Details
3.0	11 2017	01 2018	Correction of small errors Development of Our Code Development of What we expect from everyone Development of Our Corporate Values Development of Our Ethics Development of Commitment towards our Customers, Suppliers, Competition, Regulatory and Supervisory Entities Development of Social Responsibility Development of Sustainability Development of Environmental, Health & Safety Responsibility Development of Sharing Concerns & Reporting Violations
2.0	07 2014	08 2014	Correction of small errors Development of Labour Relations Development of Corporate Values

Our Corporate Policies and Procedures  
are available on our intranet or from  
Corporate Human Resources Department

***Thank you!***