

Knowlton Technologies, LLC

Supplier Guidelines

OVERVIEW

Knowlton Technologies believes in conducting business with honesty and integrity, treating all people with dignity and respect, supporting our communities and honoring the laws and regulations. In selecting its suppliers, Knowlton Technologies endeavors to choose reputable business partners who conduct their business in a manner that shows commitment to high ethical standards, safe and healthy working environments, protection of human rights and dignity, protection of the environment and compliance with laws.

This Supplier Guidelines outlines our expectations regarding the workplace standards and business practice of our suppliers, their parent entities, subcontractors and affiliates who are within their supply chain. Each supplier is responsible for ensuring that its employees, representatives and subcontractors comply with these guidelines.

Code of Conduct

Forced or Involuntary Labor

Knowlton Technologies' Suppliers will not use forced or involuntary labor of any type (e.g. forced, bonded, indentured or involuntary prison labor); employment is voluntary.

Child Labor

Knowlton Technologies' Suppliers will not use child labor.

Wages and Benefits

Knowlton Technologies' Suppliers will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages and overtime hours and provide legally mandated benefits.

Nondiscrimination

Knowlton Technologies' Suppliers will not discriminate in hiring and employment practices on the grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, marital status, or disability.

Freedom of Association

Knowlton Technologies' Suppliers shall respect the legal rights of employees to join or to refrain from joining worker organizations, including trade unions.

Health and Safety

Knowlton Technologies' Suppliers will provide their employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Knowlton Technologies Suppliers must have and implement effective programs that encompass life safety, incident investigation, chemical safety, ergonomics, etc. Suppliers will strive to implement management systems to meet these requirements.

Protection of the Environment

Knowlton Technologies' Suppliers will operate in a manner that is protective of the environment. At a minimum, suppliers must comply with all applicable environmental laws, regulations and standards. Suppliers should strive to implement management systems to meet these requirements.

Laws, Including Regulations and Other Legal Requirements

Knowlton Technologies' Suppliers will comply with all applicable laws and regulations in all locations where they conduct business.

Dodd-Frank Wall Street Reform and Consumer Protection Act (Dodd-Frank Act) - Section 1502 Conflict Minerals

As a manufacturing company, Knowlton Technologies is required by many of our customers to provide evidence that our supply chain, as well as our suppliers' supplier chains, are free from the four conflict minerals (tin, tantalum, tungsten, gold) from the Democratic Republic of Congo and surrounding nine countries.

Antitrust and Competition Laws

Knowlton Technologies' Suppliers must avoid agreements that illegally limit trade or competition. They may not offer our employees any confidential information about Knowlton Technologies' Competitors.

Ethical Dealings

Knowlton Technologies' Suppliers will conduct their business in accordance with the highest ethical standards. Suppliers must strictly comply with all laws and regulations on bribery, corruption and prohibited business practices.

Communications

Knowlton Technologies' Suppliers must make the Knowlton Technologies Supplier Guidelines available to their employees as needed.

Sustainability

Knowlton Technologies' Suppliers must meet the current needs without hindering the ability to meet the needs of future generations in terms of economic, environmental and social challenges.

Social Responsibility

Knowlton Technologies' Suppliers must to show social responsibility by having policies and procedures that result in behavior designed to benefit the workplace and, by extension, the individual, the organization and the community in the following areas: Community, diversity, and inclusiveness in the workforce, environment, ethics, financial responsibility, human rights and safety, and sustainability.

Confidentiality and Proprietary Information

Suppliers are expected to maintain confidentiality when discussing the business relationship with Knowlton Technologies including proprietary information.

Business Management Processes

ISO 9001 and ISO / TS 16949 Quality Management Certification

As an ISO 9001 and ISO / TS 16949 Certified Quality Management System facility, Knowlton Technologies encourages all suppliers to be at a minimum ISO 9001 Certified, with a goal of compliance to ISO / TS 16949.

If you have any questions, please contact:

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Note: Knowlton Technologies only suggests conformance to these Supplier Guidelines for its suppliers, but in no way assumes any liability for any suppliers who do not.