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## **Supplier Declaration**

### **Compliance with Laws**

As a supplier to Documaster we will comply with all applicable laws and regulations.

### **Improper Payments**

As a supplier to Documaster we will not, in order to obtain or retain business or any advantage in the conduct of business, offer, promise or give any improper advantage to a public official (for a third party) to make the official act or refrain from acting in relation to the performance of her/his official duties. This applies regardless whether the advantage is offered directly or through an intermediary.

### **Gifts, Hospitality and Expenses**

As a supplier to Documaster we will not offer, directly or indirectly, to Documasters employees or representatives or anyone closely related to them gifts except for promotional items of minimal value normally bearing a company logo.

Hospitality such as social events, meals or entertainment may be offered if there is a clear business reason, but the cost must be kept within reasonable limits. Travel, accommodation and other expenses for the individual representing Documaster will always be paid by Documaster. Hospitality, expenses, gifts or other favours shall not be offered or received in situations of contract bidding, evaluation or award.

### **Conflict of Interest**

As a supplier to Documaster we, and our employees, will not take part in or seek to influence any decision under circumstances that can give rise to an actual or perceived conflict of interest. Such circumstances may be a business interest or a personal interest in the subject matter – economically or otherwise – directly or through someone closely related. If we become aware of a potential conflict of interest we will, without delay, notify Documaster.

### **Minimum Age of Labour**

As a supplier to Documaster we shall not employ children below the age of 18. If the child is secured the right for education, play, rest and family life, limited exceptions may be made if this is clearly in the best interest of the child.

### **Forced Labour**

As a supplier to Documaster we will not engage or employ people against their own free will, nor will personnel be required to lodge 'deposits' or identify papers upon commencing employment.

### **Freedom of Association & Right to collective Bargaining**

As a supplier to Documaster we recognise that our employees are entitled to be – or refrain from being – union members and to be represented in collective bargaining agreements. In countries where these rights are restricted our employees will anyway have the right to

influence their work situation.

### **Working Hours**

As a supplier to Documaster we will comply with local law or agreements regarding working hours.

### **Wages**

As a supplier to Documaster we will ensure that wages paid to employees and hired labour are considered fair.

### **Employment Practices**

As a supplier to Documaster we will treat our employees equally and fairly. We will not accept any form of harassment or discrimination.

### **Diversity & Inclusion**

As a Supplier to Documaster we will hire, compensate, promote, discipline, and provide other conditions of employment based solely on an individual's performance and ability to do the job. We will not discriminate based on a person's race, colour, gender, sexual orientation, marital status, religion, political affiliation, nationality, ethnic background, social origin, age or disability or any other legally protected characteristic.

### **Security Resources**

As a supplier to Documaster, we will observe strict requirements for the selection of security contractors to avoid human rights risks in countries where security firms are not properly regulated.

### **Environment**

As a supplier to Documaster we will work according to internationally recognized environmental management principles and aim for continuous improvement. We will comply with national environmental legislation and discharge permits. We will work to achieve energy efficiency and minimize harmful discharge, emissions and waste production in a lifecycle perspective.

### **Health and Safety**

As a supplier to Documaster we will work ambitiously, through continuous improvement, for a healthy work environment and safe and secure conduct according to internationally recognized health and safety management principles and practices and applicable law.

### **Selection of Business Partners, Agents and other Intermediaries**

As a supplier to Documaster we will promote that potential business partners, agents and intermediaries adopt the principles set forth in this Supplier Declaration.

### **Standards towards own Supplier**

As a supplier to Documaster we will promote the implementation of the principles set forth in this Supplier Declaration towards own suppliers.

**Declaration signed by supplier**

Supplier name:

Address:

Date:

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Name

Title

By signing this document, you confirm that you fulfil the requirements in the Supplier Declaration. To the extent you are not able, upon request, to provide supporting documentation with respect to fulfilment of the requirements; you confirm your willingness to start a process of documenting your promotion and performance.