

Sustainability Standards for Suppliers

Introduction

These standards define the demands placed on BURY's suppliers in range of human rights, labour standards, business ethics, environmental protection and safety, as well as energy management. They are intended to contain global requirements with their range and are directed both to production suppliers as well as service providers. Contents of this document are included into the terms of contract concluded with our suppliers all around the world.

Suppliers are obliged to comply with requirements of these standards, but also to pass them to their subcontractors to be followed to ensure the sustainable growth of entire supply chains. Moreover BURY expects that our business partners follow any obligatory regulatory principles and legal regulations not mentioned in this document.

In this context, the frame of reference is Declaration of Human Rights and UN Global Compact, directives of OECD (Organization for Economic Cooperation and Development) for multinational companies and conventions of International Labour Organization (ILO).

Approved by the Management Board.

I. Labour standards

1. Management system	Suppliers should obtain ISO 45001 Occupational Health and Safety management certificate.
2. Health and safety at the workplace	Suppliers as employers guarantee security and health protection at the workplace, at least in range of national provisions in force and supports constant development in order to improve the working conditions at the same time.
3. Respect of human rights	Suppliers are obliged to respect the internationally approved human rights. In regards with all business actions taken in range of their influence, suppliers are to be concerned about not being involved in actions of violating human rights or by themselves, their business partners or subcontractors.
4. Freedom of choice of employment	Forced or compulsory labour is not allowed. Employees must be free to terminate the employment contract in accordance with the relevant terms of notice.
5. Prohibition of child labour	It is not allowed, at any stage of production or treatment, to using child labour. Suppliers are obliged to respect at least the conventions of the International Labour Organization related to the minimal age of an employee and the prohibition of child labour. Child growth cannot be in no way restrained. Their safety and health cannot be endangered.
6. Equal opportunities/ prohibition of discrimination	Suppliers are obliged to provide equal opportunities regarding employment and to eliminate any signs of discrimination. Discrimination of employees cannot take place e.g. because of their origin, nationality, skin colour, religion, outlook, political and association activities, gender, orientation, disability, sickness or pregnancy.
7. Freedom of association and the right of collective bargaining	Suppliers must guarantee freedom of association and effective recognition of the right for collective bargaining. It needs to be guaranteed, that the employees can openly communicate with the management of the company about work conditions without fear of consequences. Employees' freedom of association, joining the union, appointing representatives and being appointed is respected.
8. Justice in terms of pay, working hours and social benefits.	Salary and social security benefits must comply with the fundamental principles connected to minimum wage, the applicable regulations related to overtime and social benefits dictated by a regulation work time and holiday/ off-time must correspond to at least provisions in force, industry standards or appropriate conventions of the International Labour Organization, depending on which regulation is more severe.
9. Privacy and data protection	When collecting, storing, processing or transferring personal data (e.g. name, address, telephone number, date of birth, health information) relating to employees, customers or other third parties, Suppliers must take great care and maintain strict confidentiality, while also observing applicable laws and rules.

II. Environmental protection, energy use and safety.

1. Management system	<p>Suppliers should obtain ISO 14001 Environmental management certificate. Additionally Suppliers which obtain ISO 50001 Energy management system are preferred.</p>
2. Responsibility for environment.	<p>In the context of environmental issues, suppliers have to follow the precautionary principles, take initiatives to support greater environmental responsibility and foster development and dissemination of cleaner technologies.</p>
3. Environmentally friendly manufacturing.	<p>At all stages of production optimum protection of the environment must be guaranteed. Proactive attitude aimed at eliminating or minimizing the consequences of accidents that can have a negative impact on the environment is understood here . Particular importance is attributed to the use and development of technologies that:</p> <ul style="list-style-type: none"> - reduces water and electricity, - minimizes air pollution, - minimizes waste and allow to implement sustainable resources management <p>They can be characterized by the use of strategies for emission reduction, reuse and recycling.</p>
4. Environmentally friendly products.	<p>All the products throughout the supply chain must comply with environmental standards adopted for a given market segment and laws. This applies to both complete product life cycle, as well as the materials used. Chemicals and other materials which may threaten the environment as a result of the release must be clearly identified. The management of hazardous materials is especially created for them so that they could be used, transported, stored, recovered, reused and disposed of on the basis of appropriate procedures.</p>
5. Energy management	<p>Suppliers should follow a systematic approach in achieving improvement of energy performance and efficiency in order to continually reduce their energy use and consumption and therefore their energy costs and their greenhouse gas emissions, with particular focus on increase of renewable energy sources.</p>
6. Safety and quality of products.	<p>At the time of shipping all the products and services must meet the established criteria under the contract in terms of quality, guarantee active and passive safety and allow their safe use as intended.</p>

III. Ethics in business and & respect of principles

7. Obeying laws	<p>In all actions taken and business relationship the top level of honesty is desirable. Suppliers are obliged to abandon all forms of fraud or dishonesty, crime of bad management leading to bankruptcy, corruption, guaranteeing benefits, passive or active corruption. The supplier is obliged to obey the laws and regulations applicable with respect to themselves or commercial relationship with BURY.</p>
8. Fair competition	<p>One should obey rules protecting and supporting competition especially antitrust rules. Companies must adhere to the principles of fair competition and a ban on agreements with competitors and the implementation of other actions that violate the principles of the free market.</p>
9. Avoiding conflicts of interest	<p>In dealing with business partners, suppliers are required to make decisions solely on the basis of rational arguments and cannot be convinced because of the private or financial interests of the individual.</p>
10. Confidentiality of business	<p>Suppliers undertake to treat information from business partners, in particular of organizational, commercial and technical nature, which they have come to know as a result of commercial relations as confidential and not to disclose it to third parties.</p>
11. Intellectual property	<p>Suppliers are obliged to obey third party intellectual property rights and protect information and personal data of their clients</p>
12. Whistle-blower protection	<p>Suppliers are expected to provide their employees and other stakeholders with avenues for raising legal or ethical issues or concerns without fear of retaliation. Suppliers are also expected to take action to prevent, detect and correct any retaliatory actions.</p>

Issue	Description of changes in the document	Editor	Date
1	Preparation of a document	M. Wagner	31.07.2016
2	Point III - 11 Intellectual property added	A. Smoleń	07.05.2020
3	Point III - Whistleblowing and protection against retaliation added	A. Smoleń	20.12.2020
4	Requirements on ISO14001, ISO45001, ISO50001 management systems added. Point II - 5 Energy Management added.	K. Wesołowski	28.10.2021