

Social & Ethical Policy Statement

A well-run, ethically focused supply chain is a fundamental element in the effective functioning of 4imprint's business model. Our product sourcing activities can have a significant impact at many levels, and our intention is to make that impact positive from a social, environmental and economic perspective. This area is constantly developing and changing, and we are committed to a culture of continuous improvement in social and ethical standards and compliance in our supply chain operations.

The management teams at each of our operating units are responsible for the day to day implementation of this Policy.

Background

4imprint sells an extensive range of promotional products to a broad customer base. Our orders are individually customised with our customer's logo, design or message. We processed over 1.3 million orders in 2018 (revenue of \$738m). Some of the major product categories are: apparel, bags, drinkware, writing instruments, drinkware and technology, in addition to smaller categories like food, toys & novelties, office & awards and wellness & safety.

Our products are mainly sourced, imported and/or manufactured by our domestic suppliers who for the most part hold inventory and then print and ship the products after our order is sent to them. The base product is often sourced via long and potentially complex supply routes. Our goal is to work with suppliers who proactively select and manage their supply chain and manufacturing facilities, thereby providing product that is manufactured in safe environments where workers are treated ethically and respectfully.

Supply Chain Code of Conduct

Our suppliers sign an annual vendor agreement with 4imprint, including a Supply Chain Code of Conduct that is based on widely recognised International Labour Organisation and Fair Labor Association standards.

The Supply Chain Code of Conduct covers the following objectives:

- **Employment Relationship**
Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labour and social security laws and regulations.
- **Forced Labor**
There shall be no use of forced labour, including prison labour, indentured labour, bonded labour or other forms of forced labour.
- **Child Labour**
Employers shall not employ people under the age of 15, or the minimum age for the completion of compulsory education, or the minimum age of employment required by law in the country of manufacture, whichever is higher.

- **Non-discrimination**
 No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.
- **Harassment or Abuse**
 Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.
- **Freedom of Association and Collective Bargaining**
 Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.
- **Compensation**
 Every worker shall have the right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. Where this is not achieved each employer shall develop and implement steps to progressively realise a level of compensation that does. Employers shall pay at least the minimum wage, or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages and provide any fringe benefits required by law or contract.
- **Hours of Work**
 The regular work week shall not exceed 48 hours. Except in extraordinary business circumstances, employers shall not require workers to work more than 60 hours a week, or the maximum number of work hours per week permitted in the applicable country of manufacture, whichever is less. Employees should be granted at least 24 consecutive hours off in every seven-day period. In addition to their compensation for regular hours of work, employers should compensate employees for overtime hours at the applicable premium rate required by law in their country. All overtime work should be consensual and should not be requested on a regular basis.
- **Health, Safety & Environment**
 Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with or occurring in the course of work or as a result of operation of employers' facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment. Employers must meet all applicable environmental laws and regulations in their country with regard to hazardous materials and all waste and emissions materials.

We expect that our domestic suppliers implement this set of principles locally in their own businesses as well as in their supply chain. In turn, we commit to active implementation of these standards every day in 4imprint's own organisation.

This Policy Statement will be reviewed annually or in line with changes in the business and the supply chain environment.