

A group of sailors in red jackets are working on a white sailboat on the ocean. The boat is tilted, and the water is blue with white foam. The sky is blue with some clouds. The text 'SUPPLIERS CODE OF ETHICS' is in the top right, 'Lyreco' is in the center, and 'WORKING TOGETHER FOR TOMORROW' is below it.

# SUPPLIERS CODE OF ETHICS

# Lyreco

WORKING TOGETHER  
FOR TOMORROW



# WHAT IS EXPECTED FROM OUR SUPPLIERS?

Lyreco is committed to creating value for our stakeholders and building relationships with our employees, customers, suppliers, communities and business partners based on our core values: **Passion, Agility, Respect and Excellence.**

As a signatory to the UN Global Compact since 2004 Lyreco is committed to supporting human rights and promoting socially responsible conduct consistent with the principles of the Global Compact, the ILO (International Labour Organisation) Convention, the UN Convention on the Rights of the Child and the OECD Guidelines for Multinational Enterprises.

These principles have long been a natural part of Lyreco's business and are reflected throughout this Code of Ethics, which is an expression of who we are and how we do business at Lyreco.



## LEGAL COMPLIANCE

Lyreco is committed to obey the law wherever it conducts business. We expect our suppliers to comply with all applicable laws, including laws relating to employment, human rights, the environment, and health and safety.

Lyreco refuses to deal with suppliers who do not comply with the law.

## HUMAN RIGHTS

Suppliers must support and respect the protection of human rights against:

ALL FORMS OF FORCED OR BONDED COMPULSORY LABOUR

THE USE OF CHILD LABOUR

THE DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION

## EMPLOYMENT PRACTICES

We further expect that suppliers are committed to operating to relevant best-practice standards of employment, health, safety and environmental management in the workplace.

## SUPPLIERS ARE EXPECTED TO

Adhere to relevant employment laws, including those related to maximum hours of daily labour, rates of pay, minimum age, privacy and other fair working conditions

Conduct themselves in a manner consistent with all applicable safety standards, including governmental requirements, operations- and facility-specific safety requirements and contractual requirements

Identify and respond to any public health impacts of their operations and the use of their products and services

Treat injured employees with respect and provide medical treatment for workplace injury and illness

Respect the right of employees to form, join or leave workers' organizations and to bargain collectively, in line with the ILO convention.



## SUSTAINABILITY

In Lyreco, it is the responsibility of every employee to take sustainable development into account in their daily activities. We are looking to do business with suppliers who share our concerns and commitment to sustainable business practices. As a minimum, suppliers must meet all applicable environmental rules, regulations and laws in the countries where they do business.

## IMPROPER PAYMENTS

Lyreco's relationship with suppliers is based on legality, efficiency and transparency. Suppliers must not offer bribes, kickbacks or improper payments of any kind to a Lyreco employee, manager or director or to third parties for the purpose of obtaining or retaining business or gaining an improper advantage.

## GIFTS AND ENTERTAINMENT

In order to build and maintain transparency and trust with our business partners, Lyreco does not allow its employees, managers and directors to accept any gift (except for nominal values) or invitations to sport or cultural events, to or from any of the company's suppliers. This applies both to employees and to immediate family members.

Note: "Nominal value" denotes an item of relatively low value that is unlikely to be perceived as improp-erly influencing the recipient, such as a logo cap.

## CONFIDENTIALITY

Lyreco is committed to handling sensitive information concerning our business partners, responsibly. Suppliers have the duty to take the necessary steps to protect the confidentiality of any information acquired in their business relationship with Lyreco.

Suppliers must not disclose such information to other parties without Lyreco's written consent.

Such confidential information may include, but is not limited to, the following categories of information:

PRODUCT PRICING

COSTS

CUSTOMERS

CUSTOMER PRICING

EMPLOYEES

LYRECO CORE MODEL INFORMATION AND OPERATING SYSTEMS

INFORMATION SYSTEMS, ORGANISATION DESIGN OR DEVELOPMENT

## PRIVACY

When suppliers handle information about the performance of services on our behalf, we require them to ensure that such information is treated as confidential, is protected against unauthorized disclosure and is appropriately safeguarded. Any issue/problem regarding the safeguarding of the confidential information should be reported promptly to [raiseyourconcern@lyreco.com](mailto:raiseyourconcern@lyreco.com)

Note: "confidential information" means all non public information.



# WHAT DO WE COMMIT TO OUR SUPPLIERS?

Lyreco's relationship with suppliers is based on legality, efficiency and transparency.

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Lyreco will strive for a mutually beneficial relationship.

We are guided by the following standards of behaviour:

Information given by suppliers will remain confidential under any circumstances and will not be shared with the competition

We will not make any improper payments or make gifts to employees of suppliers for the purpose of obtaining or retaining business or gaining an improper advantage

We will not make false or misleading remarks to others about suppliers or their products or services

Lyreco will favour tendering processes for supplier selection in order to maximize the transparency in the selection process. Suppliers are assessed for their product quality, services and pricing. We will treat existing suppliers fairly. Under no circumstances, will supplier selection reflect personal interest or friendly relationships. Lyreco will ensure an honest and transparent feedback to failed bids.

Lyreco will ensure the application of the terms negotiated and will pay according to the negotiated terms (providing that the supplier performs according to the terms of the contract).

## RAISE YOUR CONCERN

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Suppliers should promptly report violations of this code or any unethical behaviour by a Lyreco employee to a Lyreco manager or director, if that is not feasible to [raiseyourconcern@lyreco.com](mailto:raiseyourconcern@lyreco.com)

## WORK WITH LYRECO

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In the frame of the request for proposal (RFP), the supplier and its negotiation team will be requested to commit in writing to the Supplier Code of Ethics.

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