



# **HH GLOBAL SUSTAINABLE SOURCING POLICY**

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# Aims

HH Global is committed to complying with all applicable laws and regulations, conducting business in a socially and environmentally responsible manner and supporting delivery of the UN's Sustainable Development Goals. We recognise that the greatest opportunity to make a difference is by working closely with our clients, partners and suppliers.

Our Sustainable Sourcing Policy is broken into four sections - **Health & Safety**, **Environment**, **Social Responsibility** and **Responsible Business**. Our aim is to set the standards expected of any third-party company providing goods and services to HH Global, whether for its own use or for the benefit of HH Global's clients.

Our Sustainable Sourcing Policy aims and objectives focus on issues that are of greatest concern to us, such as:

- Set expectations of how suppliers should approach **Health and Safety** in their business to ensure a safe working environment.
- Help to reduce deforestation for **Paper & Other Forest Based Products** by sourcing legal and certified sustainable material to protect ancient and endangered forest, biodiversity and habitat.
- Simplify types of **Plastic** used or remove it altogether.
- Have confidence that our suppliers' **Environmental Management** practices focus on continuous improvement to address their environmental impact.
- Support a culture of **Energy & Carbon Reduction** within our supply base.
- Promote responsible collection, preparation, use and disposal of **Water**.
- Use fewer resources, specify materials which can be reused and consider recycling and end of life use to embrace the **Circular Economy** and leave a sustainable legacy.
- Integrate **Ethical Trade & Human Rights** into our practices to show our commitment to Universal Declaration of Human Rights, core International Labour Organisation (ILO) standards, the Ethical Trading Initiative (ETI) Base Code, and national and international laws and tackle any issues in the supply chain.
- Demonstrate commitment to **Responsible Business** by expecting our suppliers to also set high standards within their supply chain too.

The use of **must / must not** indicates a mandatory requirement, whereas **should / should not** indicates the requirement is highly desirable and should be considered the preference unless otherwise stated.

As part of our Supplier Code of Conduct all suppliers agree to these standards and are scored against them as part of the onboarding process. We will take measures to ensure compliance with the policy and seek to give preference to those suppliers who can balance commercial requirements with the ability to demonstrably meet our sustainable sourcing standards. If suppliers are found to be contravening our standards, we will engage with them to improve practices and/or re-evaluate our relationship with them.

## Governance

This policy is reviewed annually by HH Global's Sustainability Committee and Executive Committee.

Performance against this policy is discussed quarterly with regional procurement and sustainability teams, and with HH Global's sustainability committee. Any issues are reported to the Executive Committee.

## Health & Safety

Companies that provide goods and services to HH Global must

- Have a Health And Safety policy which ensures employees are provided with a safe and hygienic workplace.
- Communicate any instances of regulatory authorities (e.g. HSE) being on site and taking enforcement actions to HH Global.

Where the above conditions have been met suppliers should

- Have a credible plan in place to manage health and safety (ideally based on BS OHSAS 18001/ISO 45001), ensuring that all key personnel (i.e. those with responsibility for premises, people, plant and processes) have formal Health & Safety training, and have access to a suitably qualified Health & Safety practitioner.
- Make sure that employees of the business, and any provided to the business by sub-contractors, are fully registered as employees or protected under national labour or social security laws.
- Report, systemically record and investigate any accidents and near misses with suitable actions taken to resolve and a clear escalation process.
- Systemically assess and review all risks within their working environment and effectively communicate any actions taken to mitigate them to workers.

## Environment

Companies that provide goods and services to HH Global must

- Not source forest-based products from companies that are involved in illegally logging forests.
- Be able to demonstrate that forest-based products are not sourced from ancient and endangered forests, endangered species habitat or from tree plantations established after 1994 through the conversion or simplification of natural forests.
- Not use PVC unless it is a specific requirement of our client - where it is specified the client team will use reasonable efforts to offer an alternative.
- Act in accordance with all applicable environmental laws, regulations and sound industry practices, such as requirements regarding chemical and waste management

and disposal, recycling, industrial wastewater treatment and discharge, air emissions controls, environmental permits and environmental reporting.

- Communicate to HH Global any instances of action being taken against them in respect of environmental issues.

Where the above conditions have been met suppliers should

- Help to reduce deforestation by ensuring that all directly bought, forest-based products are from FSC certified sources. The use of a national standard endorsed by PEFC (such as Sustainable Forestry Initiative - SFI), is allowable only on strict permission from the HH Global sustainability team.
- Use chlorine free paper with a preference for paper manufactured as Process Chlorine Free (PCF) or Totally Chlorine Free (TCF) - Elemental Chlorine Free (ECF) processing is allowed as a minimum.
- Support the circular economy by reducing material use and waste, maximising recycled content which where possible should use post-consumer waste, and designing material so that it is easily recycled at the end of life.
- Minimise, reduce and remove plastic use where possible.
- Engage in practices that encourage biodiversity.
- Aim to minimise the amount of virgin forest-based product used.
- If possible, use sustainable alternatives to forest-based products - e.g. wheat straw paper and other agricultural residue paper, provided that the full life cycle impacts, food security impacts and impacts to biodiversity avoid unintended environmental /social impacts.
- Ensure that any other materials (eg. inks, glues, etc) that are not explicitly covered are produced in a manner that minimizes environmental impact.
- Have a complete and effective Environmental Management System, including written policies and processes, that is in accordance with laws, regulations and standards, ideally based on recognised standards such as ISO 14001 or EMAS.
- Carry out regular environmental reviews or audits and review the environmental impact of their operations.
- Make efforts to conserve natural resources in their operations and sourcing practices.
- Target energy efficiency, by reducing energy usage and sourcing of green/renewable energy from high quality schemes.
- Put plans in place to measure, disclose and reduce greenhouse gas emissions from operations, transport and logistics and from the manufacture and use of their goods, with commitments to recognised programmes (eg. Carbon Disclosure Project or Science-Based Targets Initiative) or a credible robust Net Zero/carbon neutral plan (in compliance with PAS 2060) being a preference.
- Ensure print processes are maximised to avoid wastage (for example using HH Global's Quality Printer Program - QPP).
- Focus on efficiency on the collection, preparation, use and disposal of water.
- Have a waste minimisation policy or programme which is based on the principles of 'reduce', 'reuse', and 'recycle' within their own operations.

## Social Responsibility

Companies that provide goods and services to HH Global must

- Prohibit forced, bonded or compulsory labour, child labour and modern slavery from supply chain, ensuring every site meets the national law in applicable territories.
- Make sure all employees are free to join labour unions, seek representation, join works councils and engage in collective bargaining.
- As a minimum comply with National Laws or Benchmark Industry Standards (whichever affords greater protection) in relation to working hours, wages and benefits.
- Meet the relevant international instruments, National Legislation and International Human Rights Law to provide a safe and healthy working environment.
- Prohibit corporal punishment, threats of violence or other forms of physical coercion or harassment must not be used within their organisation.
- Ensure candidates or employees are not discriminated against based on race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, or disability and be solely judged and hired based on their ability to perform the job.

Where the above conditions have been met suppliers should

- Have policies to prevent Modern Slavery and Human Trafficking and that demonstrate a commitment to Universal Declaration of Human Rights, core International Labour Organisation (ILO) standards and the Ethical Trading Initiative (ETI) Base Code.
- Identify risk and have an action plan to monitor, protect and improve worker rights and conditions, throughout their supply chain.
- Acknowledge the Universal Declaration of Human Rights and respect the legal, customary or user rights of indigenous and rural communities to give or withhold their Free, Prior and Informed Consent (FPIC) to their territories, land and resources (where applicable).

## Responsible Business

Companies that provide goods and services to HH Global must

- Adhere to this policy and apply policies consistent with these standards to all the suppliers they work with in the delivery of goods and services for HH Global (e.g. raw materials suppliers, processing facilities, factories, warehouses).

Where the above conditions have been met suppliers should

- Publicly declare support for the UN's Sustainable Development Goals.

# Policy Reference Table

ISSUE	DESCRIPTION	MUST NOT	EXPECTED	BEST PRACTICE
HEALTH & SAFETY				
Health and Safety	Fail to have Health And Safety policy which ensures employees are provided with a safe and hygienic workplace	X		
	Is the health and safety policy signed and owned by the board of directors		✓	
	Communicate any instances of regulatory authorities (e.g. HSE) being on site and taking enforcement actions to HH Global		✓	
	Meet the relevant international instruments, National Legislation and International Human Rights Law to provide a safe and healthy working environment		✓	
	Have a credible plan in place to manage health and safety, ensuring that all key personnel (i.e. those with responsibility for premises, people, plant and processes) have formal Health & Safety training, and have access to a suitably qualified Health & Safety practitioner		✓	
	Which is based on OHSAS 18001/ISO 45001			✓
	Report, systemically record and investigate any accidents and near misses with suitable actions taken to resolve and a clear escalation process		✓	
	Systemically assess and review all risks within their working environment and effectively communicate any actions taken to mitigate them to workers		✓	
ENVIRONMENT				
Paper & Other Forest Based Products	Source forest-based products from companies that are involved in illegally logging forests	X		
	Source forest-based products from ancient and endangered forests, endangered species habitat or from tree plantations established after 1994 through the conversion or simplification of natural forests	X		
	We require a national standard endorsed by PEFC (eg. SFI)		✓	
	Ensure all directly bought, forest-based products are from FSC certified sources			✓
	Engage in practices that encourage biodiversity		✓	
	Minimise the amount of virgin forest-based product used, maximising recycled content which where possible should use post-consumer waste		✓	
	Use sustainable alternatives to forest-based products - e.g. wheat straw paper and other agricultural residue paper, provided that the full life cycle impacts, food security impacts			✓

	and impacts to biodiversity avoid unintended environmental /social impacts			
	Use Elemental Chlorine Free (ECF) processing		✓	
	Use Process Chlorine Free (PCF) or Totally Chlorine Free (TCF) processing			✓
Plastics & Circular Economy	Use PVC where it isn't a specific requirement of our client	X		
	Reduce the use of plastic where possible		✓	
	Use plastic-free materials where possible, without impacting on quality of service			✓
	Support the circular economy by reducing material use and waste, maximising recycled content which where possible should use post-consumer waste, and designing material that is easily recycled at the end of life			✓
General	Ensure that any other materials (eg. inks, glues, etc) that are not explicitly covered are produced in a manner that minimizes environmental impact		✓	
Environmental Management	Fail to comply with applicable environmental laws, regulations and sound industry practices, on issues such as chemical and waste management and disposal, recycling, industrial wastewater treatment and discharge, air emission controls, environmental permits and environmental reporting	X		
	Communicate to HH Global any instances of action being taken against them in respect of environmental issues		✓	
	Have an effective Environmental Management System including written policies and processes that is in accordance with laws, regulations and standards		✓	
	Have an Environmental Management System that is based on recognised standards such as ISO 14001 or EMAS			✓
	Carry out regular environmental reviews or audits to review the environmental impact of their operations		✓	
	Make efforts to conserve natural resources in their operations and sourcing practices		✓	
Energy & Carbon	Target energy efficiency, by reducing energy usage and sourcing of green/renewable energy from high quality schemes		✓	
	Put plans in place to measure, disclose and reduce greenhouse gas emissions from operations, transport and logistics and from the manufacture and use of their goods		✓	
	Make commitments to recognised programmes (eg. Carbon Disclosure Project or Science-Based Targets Initiative) or a credible robust Net Zero/carbon neutral plan (eg. PAS 2060)			✓
	Ensure print processes are maximised to avoid wastage, using HH Global's Quality Printer Program (QPP)		✓	
Managing Water	Focus on efficiency on the collection, preparation, use and disposal of water		✓	



Effectively				
Circular Economy	Have a waste minimisation policy or programme which is based on the principles of 'reduce', 'reuse', and 'recycle' within their own operations		✓	
SOCIAL RESPONSIBILITY				
Ethical Trade & Human Rights	Allow the use of child labour within their supply chain	X		
	Allow the use of forced, bonded or compulsory labour and modern slavery from supply chain, ensuring every site meets the national law in applicable territories	X		
	Prevent employees from joining labour unions, seeking representation, joining works councils and engaging in collective bargaining	X		
	Fail to comply with National Laws or Benchmark Industry Standards (whichever affords greater protection) in relation to working hours, wages and benefits	X		
	Allow corporal punishment, threats of violence or other forms of physical coercion or harassment must not be used within their organisation	X		
	Discriminate against candidates or employees based race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, or disability and they must be solely judged and hired based on their ability to perform the job	X		
	Make sure that employees of the business, and any provided to the business by sub-contractors, are fully registered as employees or protected under national labour or social security laws		✓	
	Identify risk and have an action plan to monitor, protect and improve worker rights and conditions, throughout their supply chain		✓	
	Acknowledge the Universal Declaration of Human Rights and respect the legal, customary or user rights of indigenous and rural communities to give or withhold their Free, Prior and Informed Consent (FPIC) to their territories, land and resources (where applicable)		✓	
Have policies to prevent Modern Slavery and Human Trafficking and that demonstrate a commitment to Universal Declaration of Human Rights, core International Labour Organisation (ILO) standards and the Ethical Trading Initiative (ETI) Base Code		✓		
RESPONSIBLE BUSINESS				
Sustainable Sourcing Standards	Adhere to this policy		✓	
	Apply policies consistent with these standards to all the suppliers they work with in the delivery of goods and services for HH Global		✓	
Support for the Global Goals	Publicly declared support for the UN's Sustainable Development Goals			✓

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