



Supplier Code of Conduct

Valid from 31 May 2022

Commitment to developing a business which products are supplied ethically and socially responsible

Introduction

The company UAB PUTOKŠNIS (brand DOLLOOP) maintains the philosophy of sustainable development and implements it through consistent activities in areas, such as supply chain, relations with employees and society, and environmental protection. Our strategy is to use sustainable practices. We think that they are an integral part of our business.

Maintaining a reputation for the highest legal, moral, and ethical standards in our dealings with our customers and other key stakeholders is critical for our ongoing success. We recognize the importance of having ethical and sustainable procurement practices that support our strategy, core values, and sustainability goals. We acknowledge that long-term sustainable development of our suppliers is critical to our joint success, and we value our relationship with suppliers who share the same approach and vision towards doing business.

DOLLOOP is committed to concluding its business in an ethical, legal, and socially responsible manner. We expect our suppliers to share this commitment and, therefore we established this Supplier Code of Conduct (hereinafter – the Supplier Code). DOLLOOP expects its suppliers to effectively communicate the Supplier Code within their own organizations, as well as within their supply chain that is relevant to the products or services provided to DOLLOOP.

Purpose

The purpose of this Supplier Code is to set out the essential requirements of DOLLOOP for suppliers, to contribute a positive social, environmental, and economic improvements in our supply chain, that create benefits for communities and society. The Supplier Code is an extension of DOLLOOP core values:

- We respect ourselves and the environment
- We act bravely
- Better each day

and main strategic directions:

- Efficiency
- Clients' success
- Sustainability
- People and education

The Supplier Code of Conduct reflects the effort of DOLLOOP to strengthen sustainable collaboration with suppliers, promoting practices that are lawful, professional, responsible, and fair, including business integrity and ethics, environmental protection, labour practices, health and safety, quality practices, and respect for human rights.

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Scope

This Supplier Code applies to current and potential DOLLOOP suppliers and subcontractors. This document sets out the minimum requirements that all suppliers must comply with in order to do business with us.

Provisions and Principles

DOLLOOP is committed to comply with requirements of the Ethical Trading Initiative (ETI, [ETI BASE CODE](#)) and International Labour Organization (ILO) Conventions ([ILO Conventions](#)), and the principles of the United Nations Universal Declaration of Human Rights ([Universal Declaration of Human Rights](#)). Based on them, we have developed these minimum standards for our suppliers since we recognize that not only us, but our suppliers too should take responsibility for their actions which have an impact on economic growth, social welfare, and the quality of the environment.

DOLLOOP expects its suppliers to conduct business responsibly, with integrity, and transparency, and to adhere to the following principles:

1. Business ethics

DOLLOOP expects its suppliers to behave fairly, always seeking to comply with these ethical standards:

- **Legal Compliance.** Suppliers must maintain awareness and comply with all applicable laws, codes and regulations of the countries and localities in which they operate. This includes, but is not limited to, laws and regulations relating to product quality & safety, environmental, occupational health & safety, human rights, and labour practices. In addition, DOLLOOP suppliers must require their suppliers (including temporary labor agencies) to do the same. Suppliers must meet their contractual obligations to DOLLOOP and their own.
- **Confidentiality.** Suppliers must protect non-public, confidential information and to ensure that it is not disclosed to unauthorized persons or disclosed to third parties, except if required by law. Suppliers must not use confidential information for personal or third-party interests, except if required by law.
- **Fair Trade Practices.** Suppliers must avoid any type of conflicts of interest and not participate in acts forbidden by the law. Suppliers must not engage in collusive bidding, price-fixing, price discrimination or other unfair trade practices in violation of antitrust laws. Suppliers must maintain accurate financial books and business records in accordance with all applicable legal and regulatory requirements and accepted accounting practices, including with respect to all invoices submitted to DOLLOOP for payment or reimbursement.
- **Anti-Corruption (bribery, kickbacks, and fraud).** Suppliers must not engage in any form of bribery, corruption, kickback, extortion, or embezzlement. No funds or assets of the supplier shall be paid, loaned, or otherwise disbursed

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as bribes, "kickbacks", or other payments designed to influence or compromise the conduct of DOLoop, its employees, or representatives.

- **Gifts and Entertainment.** Monetary gifts from suppliers to any DOLoop employees are strictly forbidden. Gifts in form of goods, services, or others are allowed if their value is less than 50 EUR and could not inappropriately influence DOLoop business decisions or gain an unfair advantage.

2. Labour practices and Human Rights

DOLoop respects human rights and workplace rights and abides by the principle that respect is the foundation of personal and business relationships, therefore all suppliers are required to meet the following standards, as a minimum, with respect to their operations sphere of influence as a whole:

- **Laws and Regulations.** Suppliers must respect human rights and comply with all applicable laws, rules, regulations, and requirements.
- **No Child Labour.** Suppliers must comply with local minimum working age laws and requirements and not employ child labor.
- **Freely Chosen Employment.** Suppliers must not use any forced or involuntary labour.
- **No Discrimination.** Suppliers must not discriminate in their employment practices based on race, color, religion, sex, age, physical disability, national origin, or any other basis prohibited by law. Employment decisions must be based on qualifications, skills, performance, and experience.
- **Harassment, or any other form of Abuse.** Suppliers must treat each employee fairly, respectfully, and justly. In no event must supplier's employees be subject to threats of violence, physical punishment, confinement, or another form of psychological, physical, verbal, or sexual harassment or abuse of any kind that creates an intimidating, offensive or hostile work environment. Employment decisions must be based on free choice. Employment contracts must clearly state the terms of employment and must not restrict employee movement through the retention of identity papers, holding of deposits, or other actions aimed to prevent employee termination of their employment. In addition, employees must not be required to pay recruitment or other similar fees to obtain or retain their employment and suppliers shall ensure that any third-party recruitment agencies comply with these principles.
- **Freedom of Association and collective bargaining.** Suppliers must recognize and respect the rights of their employees to join or to refrain from joining associations of their own choosing and the right to collective bargaining in accordance with local labor laws and established practices.
- **Working Hours, Minimum Wage and Benefits.** Suppliers must treat employees fairly with respect to wages, working hours and benefits. Suppliers must provide wages for regular and overtime work and benefits that meet or exceed legal requirements. Suppliers shall not require workers to work more than the maximum hours of daily labor set by local laws. Any overtime work must be voluntary.

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- **Occupational Health and Safety.** DOLLOOP suppliers must provide their employees with a safe and healthy working environment where occupational injuries and illnesses are prevented. Suppliers must comply with all applicable health and safety laws and implement management systems and controls that identify hazards and assess, and control risk related to their specific industry. This includes but is not limited to the obligation of suppliers to:
 - provide occupational health and safety training,
 - identify, evaluate, and control exposure to employees to physically demanding tasks, including manual material handling and heavy lifting, prolonged standing, and highly repetitive or forceful assembly tasks,
 - identify, evaluate, and control exposure to employees to chemical, biological and physical agents. When hazards cannot be adequately controlled by engineering and administrative means, workers are to be provided with appropriate personal protective equipment,
 - provide access to safe drinking water, sanitation, and hygiene, including adequate restrooms and handwashing facilities,
 - provide fire exits and essential fire safety equipment, emergency aid kits and access to emergency response services including environmental, fire and medical.
- **Subcontracting.** Suppliers are responsible for the suitability of each subcontractor and must ensure their work and business practices are fully compliant with these standards.

Suppliers must always be able to demonstrate compliance with these standards.

3. Environmental protection

DOLLOOP conducts its operations in keeping with environmental protection laws, regulations, and permits and seeks to minimize the negative environmental impact of its activities. The focus on responsible environmental practice (incl. active participation in circular economy development) is included in the business strategy of the Company. DOLLOOP also expects its suppliers to conduct their business and operations with care for the environment. DOLLOOP encourages suppliers to reduce their negative environmental impact and expects suppliers to meet the following standards:

- **Environment.** Facilities operated by suppliers will comply with all environmental laws, rules, regulations, and standards applicable to their operations. Suppliers must use environmentally conscious practices in all locations where they operate.
- **Energy and Climate.** Suppliers will improve energy efficiency and focus on mitigating climate change through the reduction of their direct and indirect greenhouse gases emissions (e.g., their carbon footprint). We recommend that our suppliers introduce such practices in their operations and start new initiatives to reduce their impact on the environment.
- **Responsible use of resources.** Suppliers will act for conservation and reduced use of natural resources, material recycling, and pollution control to ensure cleaner air and water, and reduction of landfill waste. This includes but is not limited to the following: installing and using technologies that are not harmful to the environment, use of

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renewable energy, reduction of virgin materials, proper handling and disposition of hazardous materials, monitoring, controlling, and treating discharges generated from operations, efficient equipment, systems, and processes.

- **Packaging and Recycling.** We look at packaging as a resource, not as waste, so we try to increase usage of raw materials from recycled sources, reduce the amount of packaging used, reuse them, and ensure that they are recycled whenever possible. We expect the same approach from our suppliers.
- **Continuous improvement.** Suppliers will identify, set targets, and implement action plans for reducing negative environmental impacts in the areas of water, wastewater, energy, greenhouse gas emissions, waste, and packaging.

We will show a preference for suppliers that can demonstrate better environmental performance for goods and services of comparable quality, functionality, performance, and price. We may from time-to-time request sustainability data from suppliers (incl. their waste practices, energy and water efficiency, and intensity of emissions) to evaluate supplier standards of environmental performance.

4. Product Quality and Safety Practices

DOLLOOP is committed to producing high-quality and safe products. Suppliers involved in any aspect of developing, handling, manufacturing, packaging, and transporting our products are expected to:

- Ensure that all provided products and services comply with its specifications, producing and using procedures, all legally applicable relevant quality and safety standards, laws, and regulations and relevant DOLLOOP requirements.
- Follow and adhere to good manufacturing practices and testing protocols.
- Have in place a certified Management System by a competent authority (such as ISO).
- Have proper housekeeping and pest control in place to ensure hygiene, safety, and security of its workforce and workspace.
- Have established practices for storage, handling, and transportation of raw material, semi-, and finished products and to maximize the risk prevention measures through good manufacturing and warehousing practices and proper handling of the rejected items.
- Have in place proper training of personnel, responsible for production and handling of supplied to DOLLOOP products, to ensure its safety and quality.
- Establish manufacturing and packaging operations with proper maintenance of records along with process controls and finished product release and traceability program.
- Comply with DOLLOOP requirements and established procedures when providing services, not to endanger the quality and safety of DOLLOOP products through own actions and decisions.
- Report issues immediately to DOLLOOP that could negatively affect the quality or public perception of a DOLLOOP product.

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5. Compliance with the Supplier Code and Sustainable Partnership

DOLoop goal is to maintain constructive, fair, and mutually beneficial relations with all business partners. The Company operates based on trust and agreements and supports the principle of supplier diversity. The provisions of this Supplier Code of Conduct set out the minimum standards expected of DOLoop suppliers to do business with the Company. These standards will be included in DOLoop preferred supplier agreements. DOLoop expects that all its suppliers:

- will constantly monitor their own compliance to the standards of this Supplier Code of Conduct by establishing appropriate management processes,
- will continually improve their practices according to the highest standards of business ethics,
- will cooperate with its own suppliers and subcontractors, which also comply with the principles of this Code of Conduct,
- will communicate openly with the Company if compliance problems or a risk of non-compliance with the standards of business ethics set out in the Supplier Code.

6. Report suspected violations of the Supplier Code

Suppliers are encouraged to promptly notify DOLoop if they become aware of any potential risk of non-compliance to the standards set out in this Supplier Code of Conduct.

Contact details:

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