 Klabin	GUIDELINES	Rev.: 00
	SUPPLIER SOCIAL AND ENVIRONMENTAL RESPONSIBILITY	May 2022 Page 1/2


1. INTRODUCTION

The Socio-Environmental Responsibility Policy collects the values, attitudes and guidelines governing our relationships with business partners. All of Klabin's suppliers must comply with the principles discussed in the present document, committing as well to ethical, transparent and socially responsible commercial flows. In the same way that this commitment is provided in the present document, suppliers must also take the necessary steps to ensure that their own suppliers are in compliance with the herein principles.

2. CRITERIA

2.1 Suppliers' Social Responsibility

- 2.1.1 **Working Conditions:** Suppliers must provide appropriate working conditions for their employees, in a healthy environment that fosters teams' physical and mental well-being.
- 2.1.2 **Compensation:** The working hours of workers in the employ of suppliers, payment of regular hours and overtime, and off-days must comply with the applicable law and the rules provided in the workers' collective bargaining document. Hours worked must be logged onto legible documents, specifying regular hours, overtime, meal breaks, commuting time (where applicable), night-time work, and weekly rest.
- 2.1.3 **Occupational health and safety:** Suppliers must comply with all labor and social security obligations and take precautionary measures as concerns worker health and safety. Klabin recommends that suppliers have in place an occupational health and safety policy disclosed to all employees to enable a healthy working environment protected from infections, structural, mechanical and other risks.
- 2.1.4 **Business ethics:** Suppliers must run their business in full compliance with all applicable laws, rules and regulations of the countries, provinces, states, regions and municipalities in which they operate. Suppliers must not become involved in bribery, payoffs, bidding collusion, price-fixing, or other unlawful competitive practices.
- 2.1.5 **Universal Human Rights:** Suppliers must recognize and abide by workers' rights to freely associate or organize as permitted by the applicable laws and regulations and to be freely raise labor-related concerns. Klabin will not tolerate suppliers' use of forced labor in any form, including slavery and indenture. Suppliers must respect the lifestyles of the communities with which they interact in pursuit of their activities. Klabin suggests developing tools to identify, monitor and mitigate any social impacts on these communities.
- 2.1.6 **Child labor and legal conditions to retain minors:** Suppliers must not engage in, permit or support any form of labor carried out by children and/or youths under the minimum legal age, and must meet the conditions set forth in the Brazilian Constitution, such as: prohibited retainer of youths under the age of 18 for night shifts or hazardous or unhealthy tasks; or retaining youths under the age of 16, except as apprentices – from the age of 14;
- 2.1.7 **Discrimination and harassment:** No form of discrimination shall be admitted

 Klabin	GUIDELINES	Rev.: 00
	SUPPLIER SOCIAL AND ENVIRONMENTAL RESPONSIBILITY	May 2022 Page 2/2

on the part of suppliers towards their employees based on race, color, religion, gender, social origin and ethnicity, age, marital status, pregnancy, political creed or belief, disability, or sexual orientation. Suppliers must provide a working environment free from any form of harassment, including verbal, physical or sexual harassment. Threatened or effective physical retaliation or punishment against workers will not be tolerated. Workers must be treated with respect and dignity at all times.

2.2 Suppliers' Environmental Responsibility

- 2.2.1 **Environmental standards for suppliers' processes, products and/or services:** suppliers must meet all environmental standards required by the applicable laws, codes and regulations, pursuant to Federal Law 6.938/81 (National Environmental Policy) And Law 9.605/98 (Environmental Crimes Law), adopting efforts with the respective suppliers of products and services so that they, too, will commit to efforts to protect and preserve the environment, as well as to avoid environmentally harmful practices in the respective commercial relations.
- 2.2.2 **Sustainable procurement policy for their own suppliers:** suppliers must substantiate compliance with and enforcement of the herein commitments. Suppliers must develop and implement appropriate internal business processes to ensure compliance with the present Policy.
- 2.2.3 **Multiplier effect:** Klabin recommends to suppliers the use of their own supply chain to disseminate and consolidate the requirements, parameters and best practices described in the present Policy as a means to expand its scope. We encourage our suppliers to foster adoption of similar policies or documents within their own supply chain.

3. Consequences Management

Klabin, in pursuit of its principles and to ensure compliance with the contents of the present Policy, may resort to several applicable means of verification, including direct monitoring and on-site auditing. Suppliers in breach of the contents of the present document will be subject to sanctions, as provided in the Code of Conduct – Item 6 Consequences Management, which may include termination without indemnity or claim for losses, among other measures as provided in the agreement by and between the parties.