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RESPONSIBLE SUPPLY CHAIN COMMITMENT

At White Paper Office Solutions, we're committed to ensuring that the highest standards of corporate responsibility are exercised at all times in every aspect of our business. We are committed to ethical and sustainable business practices including respecting and promoting human rights and promoting environmentally sustainable business activities, and exercising a zero-tolerance policy towards bribery and corruption. We expect all our suppliers to uphold this commitment to our principles as well as apply the same standards throughout their own supply chains.

We work hard to anticipate risk, uphold company values, enhance our governance practices, increase employee wellbeing and do right by the communities where we do business.

Our principles for sustainable sourcing

Integrating sustainable practices into our business:

Our aim is to ensure that sustainable practices are embedded within all our sourcing practices – including supplier selection and relationship development. We expect our supplier network to do the same.

Close cooperation:

We believe that open communication, good relationships and transparency are key to success. We work closely with suppliers, customers, industry peers and organizations.

Continuous improvement:

We continually strive to improve our ways of sourcing, distributing and working to develop our requirements, tools, methods and processes over time to enhance sustainability.

Snapshot of our supply chain

White Paper Office Solutions does not manufacture any products ourselves, and thus we rely solely on our supply chain. Our supply chain consists of carefully selected mills, trade merchants and suppliers for paper, office supplies, printing services and promotional products. As a 100% Canadian owned company, we prefer to partner first with Canadian suppliers and then if no cost effective alternative is available, we then look abroad.

Our Responsible Supply Chain Commitment covers the following areas:

- **Healthy and safe working conditions** – providing a healthy and safe working environment in accordance with applicable laws and regulations;



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OFFICE SOLUTIONS

- **Wages and working hours** – complying with local legislation on minimum wages, working hours and employee benefits;
- **No discrimination** – not subjecting people to discrimination based on factors including ethnicity, age, religion and sexual orientation, amongst others;
- **No child labour** – not employing people under the age of 15 or younger than the age for completing compulsory education;
- **No forced employment** – not using forced labour and not using employment where terms are not voluntary;
- **No disciplinary treatment** – not subjecting people to harassment, violence or intimidation;
- **Responsible environmental management** – fully complying with local legislation and industry regulations.

Sustainable sourcing of raw materials

We source products from many suppliers and expect them to meet our own high standards of environmental and social responsibility. To help ensure that our suppliers meet our standards, we have developed a comprehensive set of Supplier Requirements, which include specified environmental and social requirements.

Supplier requirements and assessments

To be a White Paper Office Solutions supplier, companies must commit to our supplier code of conduct principles. In certain circumstances they must also accept our comprehensive set of more detailed Supplier Requirements and must agree to undergo a number of assessments designed to measure their environmental and social performance and set targets accordingly.

Supplier requirements

Our aim with the our supplier requirements is to ensure that our suppliers provide safe working conditions, use environmentally friendly manufacturing processes and contribute to reducing the environmental impact of our own operations. We recognize that there are other standards and management systems in use and accept those which are equivalent to or exceed our own requirements.

Supplier assessments

We use a range of assessments to understand a supplier's performance level and compliance to our requirements. Assessments range from the review of environmental impact materials provided by our suppliers to actual on site tours of manufacturing facilities to ensure that we fully understand the processes and methodology in which our suppliers operate.

For further information, please contact Rahim Dadani, Vice President Operations at rdadani@whitepaper.com or direct at 778-383-6554.