



Professional Printers

Effective Date: March 2, 2022	Policy Group Owner: Human Resources
Policy Title: Human Rights Policy Statement	

POLICY STATEMENT

Professional Printers is committed to being a responsible corporate citizen. We comply with the laws and regulations of the states, provinces and countries in which we operate. We also conduct our business operations in ways that seek to respect, protect and promote the full range of human rights.

Our policies, standards and practices -- including the Professional Printers Code of Business Conduct and Ethics -- underscore our values, including those listed below specifically related to our commitment to human rights. We hold our suppliers and vendors to these same values through our Supplier Code of Conduct.

- **Health and wellness** — We are committed to providing a work environment that encourages wellness and safety for our employees and the communities we serve.
- **Equal opportunity and fair treatment** — We do not discriminate based on age, race, religion, disability, sexual orientation, gender identity, military status, pregnancy, national origin, or any other characteristic protected by law. This applies to all employment practices, anyone we employ or do business with, as well as anyone who applies for employment with us.
- **Wages** — We comply with applicable national and local regulations related to wages, work hours, overtime, and benefits.
- **Diversity, Equity and Inclusion** — We believe that it is essential to provide an environment in which people's differences are welcomed and valued. We are committed to championing our employees by celebrating a wide range of diverse talents and perspectives. Our focus on diversity is evident in how we engage, equip and empower our team members through our values each day.
- **Respectful behavior** — We do not tolerate conduct that would lead to a hostile, intimidating, or offensive work environment.
- **Fair and safe working environment** — We respect our employees' right to work free from persecution and abusive, or otherwise unfair, treatment.
- **Workers' rights** — We recognize and respect our employees' right to choose whether or not to join a labor union, participate privately in trade associations, and collectively bargain in accordance with local or national law. We respect the rights of workers to engage in lawful activities related to forming, joining or assisting a workers' organization, or to refrain from doing the same, and will not discriminate, harass, or punish workers for exercising these rights. We negotiate with lawfully established workers' organization and/or duly selected representatives in good faith and with best efforts to reach a collective bargaining agreement and collective bargaining agreements are implemented where they exist.



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- **Voluntary labor** — We do not engage in forced, compulsory, or bonded labor and we do not threaten workers or restrict their movement. Employment is voluntary and based on mutual consent. We prohibit practices that are indicative of forced or compulsory labor including, but not limited to: physical and sexual violence, bonded labor, withholding of wages or payment of fees to commence employment, restriction of mobility, retention of passport and identity documents, or threats of denunciation to authorities.
- **Child labor** — We prohibit child labor. We do not employ workers younger than 16 years old, or in violation of any applicable local or national regulation governing age of employment if such age is younger. In addition, we do not employ workers in violation of the mandatory school age set by a country or allow persons under the age of 18 to perform hazardous or heavy work.
- **Human Trafficking** – We comply with all applicable laws prohibiting human trafficking. We support the intent of these laws to eliminate human trafficking from global supply chains by increasing awareness and transparency.
- **Privacy** — We respect the privacy of personally identifiable and other information of our employees, customers, suppliers, and business associates. We are committed to proper handling of this information in accordance with our privacy policies, contractual obligations, and all applicable privacy laws.

We will continue to respect and support the promotion of human rights across our business globally and in our supply chain. We hope our actions will inspire such practices worldwide.

JT Conley
VP Finance & Purchasing