

POLYPRINT CSR policy

General aspects

Corporate Social Responsibility (CSR) (in Danish: *Virksomheders samfundsmæssige engagement*) is a concept used to describe a company's voluntary work with social, ethical and environmental issues. Polyprint has chosen to draft a CSR policy to ensure that the company acts responsibly and consistently within the following five key areas:

1. Human resources – internally and externally
2. Health
3. Environment
4. Climate
5. Trade

Re 1: People – internally and externally

We want to make sure that Polyprint is a good place to work, and this is not achieved merely by drafting policies. It is the result of the way we treat each other on a daily basis as good colleagues.

At Polyprint, the most important values are collaboration, creativity, flexibility and efficiency.

To this should be added a number of practical matters governed by Danish legislation and good ethics.

An inclusive and open workplace

Polyprint is an inclusive workplace. We do not discriminate on the basis of gender, race, religion, beliefs, political views, sexual orientation, national, social or ethnic origin, age or disability.

We want to ensure a good climate among employees at Polyprint. Openness is important. Our employees must feel free to voice their opinion and provide quality input to help improve quality and efficiency.

In our highly competitive daily working life, collaboration and flexibility among all Polyprint employees can help ensure continued growth and positive results.

Psychological work environment

Harassment is not tolerated at Polyprint!

We take care to minimise the risk of negative physical or psychological impact on the health of our employees. Strain caused by monotonous work which may lead to physical or mental health impairment in the short or long term must be avoided or limited.

Education/training

Polyprint wants to make sure that new employees feel welcome and capable of handling their tasks. All hourly paid employees must therefore complete an introduction to the production process.

In general, Polyprint wishes to support relevant education and training. Examples are:

- Employment of apprentices/trainees
- Company visits in connection with relevant education
- First aid courses are made available to all employees
- Subsidies for course fees and compulsory purchase of materials in connection with relevant education.

Active staff association

Polyprint has a staff association, which the company supports financially.

Working conditions, including accidents

Polyprint ensures that the entire production process is well planned and organised and does not present any risk to health and safety.

The work at Polyprint is performed with due regard for the following principles for accident prevention:

- Hazards are controlled at the source
- To the extent possible, the work is adapted to the individual employee in terms of the design of the workstation and the choice of equipment, work and production methods
- Monotonous work and work that causes repetitive strain injury (RSI) must be minimised to reduce any impact such work may have on the health of the employee.

Working hours, pay and employment conditions

Within one month of the commencement of employment, all employees receive written information about pay, workplace, the nature of the work, entitlements in terms of paid leave, notice of termination, wage/salary conditions, working hours and any collective agreements that may apply.

Youth workers

When employing young people under 18, we ensure that:

- All employees are at least 13 years old
- Employees between 13 and 15 perform light work only and for a maximum of three hours per day
- Employees under 18 do not perform hazardous work or work at night
- All apprentices at Polyprint are at least 15 years old and perform the work as part of their education/training.

Freedom of association

Polyprint does not try to influence its employees to join or refrain from joining a particular trade union.

Shop stewards enjoy special protection in the performance of their duties, and employees are not dismissed on account of their membership of a union. We do not favour a particular trade union, and we respect the right to collective bargaining.

Re 2: Health

Polyprint wishes to assume its share of responsibility for the health of its employees. The following therefore applies at the company:

Polyprint has taken out health insurance for all employees, ensuring prompt case handling in the event of illness and financial support in connection with critical illness.

The consumption of alcohol at Polyprint is not permitted except in special circumstances to be agreed with management.

Alcohol and substance abuse are regarded as illness, and Polyprint provides support in connection with rehabilitation, if applicable.

Polyprint endeavours to reduce smoking and offers quit smoking courses to the extent it is considered necessary.

Re 3: Environment

Waste and recycling

Waste, including recyclable waste, is sorted in accordance with Danish environmental regulations and reused or disposed of at approved receiving stations.

Hazardous waste is labelled, stored and handled in accordance with public guidelines and disposed of at environmentally approved receiving stations.

Waste water

Polyprint's consumption of water for production and cleaning is minimal.

The waste water is purified at a public treatment plant before being discharged into the aquatic environment, and we comply with all requirements to the discharge of waste water set out in our waste water permit.

Packaging

Polyprint has minimised its amount of packaging and recycles the packaging to the extent possible.

Hazardous substances

The employees' work with hazardous substances does not present any risk to their health and safety.

An easy-to-understand workplace instruction has been drawn up for each hazardous substance or material, containing all the necessary information (precautions, first aid, etc.).

- All relevant employees have received instructions in the use of the substance or material
- The necessary first aid equipment is available and ready for use
- No children under the age of 18 work with hazardous substances.

Re 4: Climate

Polyprint's production requires a large amount of energy, and our power consumption is therefore substantial.

Polyprint works to reduce its power consumption on an ongoing basis.

In addition, a large amount of the production takes place at night, at a time when a large proportion of the energy consumed comes from wind power.

Re 5: Trade

No Polyprint employee gives or receives undue advantages from Danish or foreign public servants or employees in the private business sector.

Polyprint does not trade or cooperate with companies that use child labour or corruption, including blackmail and bribery.

Polyprint's supplier agrees to the above and, of course, guarantees that the company will comply with Danish legislation.

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Lars Sørensen
CEO