

Workplace Code of Conduct

Mitsubishi HiTec Paper Europe GmbH

August 1, 2019

1. Forced Labour

We do not use forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise.

2. Child Labour

We do not employ person at an age younger 15 (or 14 when it is allowed by the law of the country of manufacture) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15.

3. Harassment and Abuse

Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

4. Non-discrimination

No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, in the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, veteran status, marital status, or social or ethnic origin.

5. Health and Safety

We provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation and employer facilities. The employer shall take a proactive approach.

6. Wages and Benefits

We recognize that wages are essential to meeting employee's basic needs. We pay our employees at least the minimum wage required by local law or the wage usual in the trade (depending on which one is higher) and provide mandated benefits as directed by the laws of the country.

7. Hours of work

A healthy balance between work and leisure time is necessary for all employees. Except in extraordinary business circumstances, our standard working time is 38/42 hours per week and is below the legal working time of 48 hours per week. Except in extraordinary circumstances, our employees are entitled to at least one day of rest in every 7-day period.

8. Overtime compensation

In addition to their compensation for regular hours of work, our employees are compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate.

9. Compliance with law

Our suppliers and contractors must adhere strictly to all applicable laws and regulations in effect where the company does business.

10. Environment

We completely adhere to all applicable laws. We strive to keep the negative impact to the environment caused by our activities as low as possible by responsible use of resources as well as reduction of waste and emissions. The compliance to our environmental activities is subject to a yearly audit executed by an independent organization according to the international standard of ISO 14001.