

# Domino Supplier Code

v0403 - 22

## CORPORATE OVERVIEW

Domino is a developer and manufacturer of industrial coding, printing and marking technology, and digital printing solutions. We are a part of the Brother group and our ultimate parent company is Brother Industries, Ltd. Brother Industries, Ltd. is a global electronics and electrical equipment manufacturer headquartered in Japan.

## INTRODUCTION TO SUPPLIER CODE

Domino believes that corporate responsibility is integral to business success, and we are firmly committed to the welfare of our stakeholders, including our communities, employees, environment, value chain, and partners. Domino expects all partners to take responsibility for their performance and to work together to achieve our sustainability goals.

The Domino Supplier Code aligns to the long standing ethical principles and policies that we apply to our own business practices, inspired by, and aligned with leading international global initiatives such as the below:

- United Nations Global Compact
- International Labour Organisation (ILO) Conventions
- Ethical Trading Initiative (ETI) Base Code

We are members of leading ethical assessment bodies Sedex and Ecovardis, supporting stakeholder engagement through independent verification of the principles and processes we apply.

Support of communities within the locality of our global sites ensures we build relationships with local stakeholders, supporting causes through volunteering and charitable donation initiatives.

Additionally, our own business initiatives are focussed on specific elements of the UN Sustainable development Goals (SDG's) and we invite you to review where we believe we can have, and are having the most impact; <https://www.domino-printing.com/en-gb/press-centre/corporate-social-responsibility-csr.aspx>

## EXPECTATION AND ACTION

*We expect all supplier partners to be fully compliant to their applicable local laws, and in addition be focussed on adherence to wider recognised international environmental, social and corporate governance standards, the underpinning principles of the Domino Supplier Code.*

*Active policies covering the 4 key principles of our Supplier Code must be formally in place and cascaded throughout the organisation;*

- ***Principle 1 – Treating People Fairly***
- ***Principle 2 – Providing a Safe and Healthy Workplace***
- ***Principle 3 – Protecting the Environment***
- ***Principle 4 – Behaving Ethically***

In addition to the 4 key principles, our supplier code also defines our expectation of how suppliers manage data received from and supplied to Domino in electronic format.

We work proactively with our supply chain and carry out regular on-site audits, ensuring compliance at the introduction stage and throughout the trading relationship.

Where improvements are needed we will work with suppliers to establish an effective improvement programme. We also ask our suppliers to work with their own supply base in turn to understand and apply the principles in the Domino Supplier Code.

If any supplier commits a serious breach of the Domino Supplier Code or any supply agreement in force between any Domino Group company and that supplier, we reserve the right to terminate our relationship with that supplier.

The term 'supplier' used in this document includes any business providing goods or services to Domino, this includes contractors and our indirect supply partners.

## PRINCIPLES

### I. Treating people fairly

Domino Group takes seriously our responsibility to respect the rights of the people involved in our business activities. We have a range of policies in place to ensure our own operations are conducted to high standards. Principle 1 of the Domino Supplier Code summarises our approach and expectations for our suppliers. As a minimum, Domino Group requires suppliers to comply with all applicable laws and regulations relating to human rights and employment.

#### Hours, wages and benefits

Suppliers must ensure that any goods or services supplied to any member of the Domino Group are produced by workers who are:

- Working hours of service and overtime that do not exceed local legal limits or the International Labour Organisation limits. Overtime should be voluntary and infrequent. Specific rules may apply to various types of work (such as shift work, offshore work, long-distance transport, cargo work, seasonal work etc.) where unfixed working hours may be permitted.
- Earning wages at a level that meet local legal requirements. Wages for regular working hours should be sufficient to meet the basic needs of employees and their dependants.
- Receiving all leave entitlements determined by local legal requirements.

#### Fair treatment

Suppliers must ensure that any goods or services supplied to any member of the Domino Group are produced by workers who are covered by company policies that:

- Prevent workplace discrimination based on gender, age, nationality, race, colour, creed, caste, lingual, mental or physical disability, organisational membership, opinion, health status, sexual orientation, marital status, birth, or civic social or political characteristics.
- Prevent any workplace harassment

- Protect employee privacy whenever the company gathers personal information for a legitimate use
- Allow for the reporting and settling of grievances
- Recognise the rights of its workers to freedom of association and to bargain collectively.

### Forced, bonded and child labour

Suppliers are required to ensure that no goods or services supplied to any member of the Domino Group are produced using forced or child labour. This includes, indentured or convict labour. These standards are defined by the laws in the country of manufacture and the International Labour Organization standards concerning minimum working age.

In addition suppliers are required to avoid practices that promote or support mistreatment of members of the community in which they operate and are required to ensure that:

- No element of supply chain originates in North Korea and that no North Korean national is employed within respective supply chain.
- No element of supply chain originates in the Xinjiang region of China.

## 2. Providing a healthy and safe workplace

Domino Group is diligent in ensuring the health and safety of employees, contractors and visitors. Principle 2 of the Domino Supplier Code summarises our approach and expectations for our suppliers. As a minimum, suppliers are required to comply with all applicable laws and regulations relating to health and safety matters.

### Facilities

Adequate steps must be taken to provide a safe and healthy working environment and to prevent accidents and injuries to health arising out of work.

### Safe Working

Where exposure to harmful processes, chemicals, substances or techniques is unavoidable, workers must be supplied with protective equipment (PPE) at no cost to them. Training must be provided for people to know how to use equipment and chemicals safely and what to do in the event of an emergency.

## 3. Protecting the environment

Recognising our potential impact, Domino Group strives for responsible stewardship of our natural environment. We are committed to continual advancement in our environmental performance by improving the efficiency with which we use resources, ensuring all waste and effluent is recycled or disposed of safely and responsibly, and by complying with all relevant environmental regulation. Principle 3 of the Domino Supplier Code summarises our approach and expectations for our suppliers.

### Environmental management

Suppliers must comply with all applicable laws and regulations relating to the environment.

Suppliers should:

- Have an environmental policy or statement in place to cover company activities
- Have emergency procedures to address industrial accidents affecting the environment and human health

### Environmental performance

Suppliers are required to identify and monitor the environmental impacts of company activities and, wherever possible, reduce these impacts. These may include (depending on the nature of activities):

- Energy consumption and climate change;
- Water consumption;
- Discharge of waste water and effluent;
- Management and disposal of solid waste streams;
- Air emissions;
- Noise, odour, light and vibrations;
- Impacts on biodiversity; local and global

In addition we expect that our suppliers are not involved in the testing of any products or ingredients on animals.

## 4. Behaving ethically

Domino's code of ethics for our business activities requires compliance with the law of every country in which we do business. Our standards go beyond the legal minimum and require a high level of conduct from every Domino employee. Principle 4 outlines our expectation of our suppliers.

### Ethics and corruption

We expect our suppliers to comply with the requirements and principles of the Domino Group's Ethics Policy (<https://www.domino-printing.com/en-gb/press-centre/ethics-policy.aspx>) and to perform all activities associated with the supply of goods and services in a manner compliant with all applicable laws and regulations.

A key feature of this principle is that our suppliers must take a clear stand against corruption with an anti-corruption policy, evaluation of corruption risks and staff training. All business decisions must be made impartially and fairly and not on the basis of offering or receiving favours or gratuities from any supplier, customer or competitor. Gifts or hospitality of nominal value may be offered but must not be used with the intention of persuading anyone to act improperly.

We hold ourselves at Domino to the same standard and we ask our suppliers to notify Domino Management if any Domino employees ask for any favours with or without monetary terms.

## **INFORMATION SECURITY AND DATA PROTECTION**

We expect that all information received by a supplier from Domino in electronic format will be protected in accordance with recognised industry good practice and applicable local legislation. Electronic data will be stored by suppliers securely, in line with industry standards and remains confidential unless otherwise notified by Domino. Data supplied must not be used for any purpose by a supplier other than for the business purpose for which it was provided.

Suppliers will immediately inform Domino if they become aware of any security and/or data privacy incident that affects, or has the potential to affect Domino.

## **SUPPLIED GOODS AND SERVICES**

Suppliers will be expected to verify the authenticity of all goods and services supplied, including documentation supporting initial approval and ongoing supply. This includes but is not limited to regulatory, safety and trade compliance.

## **EVALUATION AND VERIFICATION**

Suppliers may be requested to complete self-assessment documentation/declarations as part of our supplier selection and ongoing audit processes, providing supporting evidence such as copies of their own policies to enable verification of compliance.

We reserve the right to conduct an on-site audit or assessment of suppliers facilities to ensure compliance, and will work with suppliers to create a jointly agreed improvement plan on any issues where development is needed or desirable. We will take appropriate actions if there is a reason for concern.

Appendix A details our Supplier Principles 'Evidence Acceptance Matrix'; accreditations or certifications held directly support compliance to our code and may be accepted in lieu of some, or all, of the Domino assessment processes.

## **ADDITIONAL INFORMATION**

Your Domino purchasing contact will be able to provide support in relation to this code.

A copy of this code is available on our website, please visit: [www.domino-printing.com](http://www.domino-printing.com)

## RAISING CONCERNS

In line with the principles of this code, Domino has established a secure email address which allows all stakeholders to express any concerns, issues or complaints in a confidential manner. If you have any concerns relating to this Supplier Code, about activity within your organisation or within Domino, that you cannot address through management channels contact [raiseconcerns@domino-printing.com](mailto:raiseconcerns@domino-printing.com).

All correspondence received through this channel will be reviewed and investigated by the Domino Group Human Resources Director and Legal Counsel. They will be investigated fully and treated sensitively and confidentially.

## Appendix A – Supplier Principles Evidence Acceptance Matrix

Accreditations or certifications held in accordance with the below may be accepted in lieu of some, or all, of the Domino assessment processes. Domino additionally recognises that global standard and accreditation bodies provide a diverse range of options, therefore standards and accreditations in addition to the below may be fully or partially accepted; your Domino purchasing contact will be able to provide further guidance.

*Key to below principles:*

- Principle 1 – Treating People Fairly
- Principle 2 – Providing a Safe and Healthy Workplace
- Principle 3 – Protecting the Environment
- Principle 4 – Behaving Ethically

Accreditation/Certification	Supplier Code Principle Alignment				Evidence Base Required
	1	2	3	4	
UN Global Compact	✓	✓	✓	✓	Externally verified report
SMETA 4 Pillar (Sedex)	✓	✓	✓	✓	Verified audit by Sedex approved body within last 3 years
SMETA 2 Pillar (Sedex)	✓	✓	Partial	✗	Verified audit by Sedex approved body within last 3 years
ISO14001	✗	✗	✓	✓	Externally verified audit to 2015 or later standard; dated within last 12 months
SA8000	✓	✓	✗	✗	Verified external audit within last 18 months
ISO26000	✓	✓	✓	✓	Verified external audit dated within last 12 months
ISO45001	✗	✓	✗	✗	Verified external audit to 2018 or later standard; dated within last 12 months
Achilles Labour Practice Audit	✓	✓	✗	✗	Verified audit dated within last 12 months
Ecovardis	✓	✓	✓	✓	Verified Bronze Membership or above; validated within last 12 months
Avetta	Partial	Partial	Partial	Partial	Verified accreditation
Ethical Trading Initiative (ETI)	✓	✓	✗	✓	Evidence supported by internal audit or verified external report against base code