

Print Craft

Code of Corporate Social Responsibility (CSR)

Print Craft Corporate Social Responsibility Policy Statement

Print Craft is committed to maintaining high standards of social and environmental responsibility, ethical conduct and continuous improvement.

Core Values

- We respect the potential and significance of every individual
- We have a passion for our customers and our work
- We believe there is always a better way
- We embrace personal, as well as shared responsibility and accountability
- We recognize trusting relationships are the foundation of our success.
- We will protect the environment and the quality of life of our colleagues, customers and community.

Code Provisions

SOCIAL RESPONSIBILITY MANAGEMENT SYSTEM

- General Requirements
 - Print Craft has appointed a Corporate Social Responsibility (CSR) representative that reports directly to executive management and has the responsibility and authority to manage social and environmental compliance requirements for the business
- Documentation Requirements
 - Print Craft maintains a documented system to ensure that the provisions of this Code are effectively implemented, reviewed, and improved
 - Print Craft maintains records of system review (audits), corrective and preventive action, training, and other records in support of this Code
- System Review
 - At least annually, Print Craft will audit its Social Responsibility Management System utilizing CSR Internal System Audit Questions.

LABOR AND HUMAN RIGHTS

- Anti-Discrimination
 - It is the policy of Print Craft to maintain a working environment free from discrimination based on an individual's race, color, creed, religion, sex, sexual orientation, gender identity, marital status, union membership, age, national origin, disability, political affiliation, or other legally protected class
- Anti-Harassment and Abuse
 - It is the policy of Print Craft to maintain a working environment free from offensive behavior or harassment
- Prevention of Involuntary Labor and Human Trafficking
 - Print Craft does not use forced labor or engage in human trafficking
- Prevention of Underage Labor
 - All employees must be the age of 18 or older in order to be employed by Print Craft. Print Craft conducts age verification in the course of its hiring process
 - In the case a child under the minimum full-time employment age has been inadvertently hired, the child will be offered education with employment on a part-time basis as applicable by law
- Working Hours
 - Except in extraordinary business circumstances, Print Craft will not require employees to work more than:
 - 20 hours of overtime
 - 6 days in a row
- Wages and Benefits
 - All employees will be paid according to published policies and all applicable laws
 - All employees will be entitled to benefits as outlined in the Employee Handbook or other company authorized publications
- Freedom of Association and Collective Bargaining
 - Print Craft operates a facility in which all employees have the right to deal directly with management with respect to their working conditions. Employees are encouraged to speak first to their supervisor, but may speak to any person in management without fear of retaliation. Print Craft respects the rights of employees to organize as set forth in the National Labor Relations Act.

HEALTH AND SAFETY

- Occupational Health, Safety, and Hazard Prevention
 - Print Craft has appointed an Environmental, Health, Safety and Security Manager that is authorized to ensure that Print Craft meets or exceeds all relevant environmental, health, safety, and security standards, regulations, and best practices
- Emergency Prevention, Preparedness and Response
 - The Print Craft Emergency Action Plan establishes a procedure that will provide for the safety of all persons within the facility and the orderly and efficient transition from normal operations to emergency and salvage operations as necessitated by natural or man-made disasters and/or emergencies
- Incident Management
 - Print Craft has implemented a system to investigate, determine root cause, and implement corrective action for all actual or near-miss health and safety incidents
- Ergonomic Hazard Protections
 - Print Craft has established a Safety Team that is charged with ensuring that ergonomic issues are identified and corrected
- Chemical Hazard Management
 - The Print Craft Chemical Management Program is designed to ensure that Print Craft's activities involving the use of chemical materials are performed in a way to protect Print Craft employees and the general public from chemical hazards, and to ensure activities are conducted in accordance with federal, state and local environmental regulations
- Working Conditions
 - The Print Craft Job Hazard Analysis Program provides a guideline and specific method of instruction for training all new and/or transferred employees on the safety hazards of their job position, job procedures, and/or specified equipment
- Health and Safety Communication
 - Print Craft has implemented a system to communicate health and safety policies, procedures, practices, and other related information, including but not limited to: New Employee Orientation, employee safety orientation, safety topics at departmental and plant-wide meetings, bulletin boards, and other information dissemination methods
- Safety Committee
 - Print Craft has established a Safety Committee that encompasses the areas of Safety, Ergonomics, Emergency Responders, and Chemical Spill Responders

ENVIRONMENT

- Hazardous Substance Management and Restriction
 - It is the policy of Print Craft to require an SDS sheet to be on file at Print Craft before any chemical can be received into the facility
 - It is the policy of Print Craft to review the potential health effects of high hazard chemicals.
- Non-Hazardous Waste Management
 - It is the policy of Print Craft to manage its non-hazardous waste in the most environmentally responsible and feasible manner
- Storm Water Management
 - It is the policy of Print Craft to evaluate its storm water generation and ensure that it meets all applicable regulatory requirements
- Air Emissions Management
 - It is the policy of Print Craft to evaluate its air emissions and ensure that it meets all applicable regulatory requirements
- Environmental Permits and Resource Reduction
 - It is the policy of Print Craft to determine all applicable regulatory requirements and ensure full compliance
 - It is the policy of Print Craft to pursue process improvements that include, where possible, the reduction of energy, water, and natural resource consumption

ETHICS

- Business Integrity
 - Print Craft will not engage in corruption, extortion, embezzlement or bribery to obtain an unfair or improper advantage. We will abide by all applicable anti-corruption laws and regulations of countries in which it operates, including the Foreign Corrupt Practices Act and applicable anti-corruption conventions
- Disclosure of Information
 - Disclosure or use of Company or customer information is prohibited, except in the following circumstances:
 - To other employees, where required, within the scope of employment
 - To other individuals not employed by the Company upon written authorization of relevant Company Leader
- Protection of Intellectual Property
 - Print Craft will exercise care with customer property while it is under the company's control.
 - Under no circumstances is any material used in a project to be shared with anyone outside of Print Craft without the express written consent of the customer
 - Print Craft employees are prohibited from removing products or samples from the building without permission from the company President
- Supply Chain
 - Print Craft will work with supplier to improve labor standards to ensure they are in alignment with the Print Craft CSR
 - Print Craft will immediately discontinue working with any vendors found to be engaged in human trafficking or slavery
- Whistleblower Protection and Anonymous Complaints
 - Print Craft encourages employees to bring their concerns to members of management. We also have an Ethics Reporting Hotline which allows employees to bring concerns forward anonymously
 - Print Craft will not tolerate retaliation against anyone who, in good faith, reports any violation of this policy or assists in an investigation
- Community Engagement
 - We recognize it is our responsibility to help enrich our community and support the work of charitable nonprofit organizations such as the United Way and American Red Cross. We encourage support of these organizations and other volunteer programs that positively impact the quality of life within our communities