

The Hallstar Company

Supplier Sustainability Code of Conduct



The Hallstar Company
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INTRODUCTION

The Hallstar Company is committed to corporate social responsibility (CSR) to protect both the environment and people where our businesses operate or may have an impact. Through our Environmental, Social and Governance Statement, we maintain environmental, health & safety standards, labor & human rights policies and ethical business practices. To keep our Commitment, it is critical that we partner with companies that have a similar respect to corporate social responsibility and hold sustainable ideals in high regard. Therefore, as part of our sustainable sourcing program, Hallstar will review the CSR aspects of our suppliers to identify alignment with Hallstar's Sustainability Commitment.

Hallstar's relationships with its suppliers are critical to our success and we value the relationships we have built over the years. To continue these good relationships, Hallstar will partner with our suppliers to ensure certain CSR criteria, identified below, is being met. To ensure the quality of the products sold to Hallstar, suppliers should have a quality management system in place as well as a system to manage the environmental, health & safety, labor & human rights and ethical business practice standards pertinent to the company. It is expected that these management system requirements are communicated and promoted down the supply chain to other suppliers and contractors.

Process

Hallstar will review supplier's conformance through the Supplier Code of Conduct certification as well as through a questionnaire that some suppliers may be requested to complete. Upon review of these documents, Hallstar may work with the supplier to identify what steps are needed to better align that supplier with Hallstar's CSR commitment. These steps could include discussions with the supplier for corrective action and on-site audits to verify conformance.

Hallstar expects its suppliers to operate in compliance with all local, state, federal/national laws and regulations in the jurisdictions where the suppliers operate and do business. This compliance includes, but is not limited to, the topics and practices set forth below. Hallstar recognizes there are different legal and cultural norms in which our suppliers work and therefore, the below provides the framework under which we expect our suppliers to operate. Hallstar will choose its suppliers based on their respect and compliance with these requirements. Hallstar's Suppliers should respect and make improvements in alignment with the UN Sustainable Development Goals.

ENVIRONMENT

Suppliers must be committed to full compliance with local, state, national environmental regulations and operate their business in an environmentally compliant manner. An environmental management system should be implemented.

Suppliers shall evaluate new and existing operations, sourcing activities, manufacture and distribution of products to minimize the impact on the environment with the goal to preserve and protect the environment.

Suppliers shall work to reduce water usage, energy and natural gas, air emissions, water consumption and pollution produced from operations. Suppliers shall work toward the reduction of Greenhouse Gas Emissions.

Suppliers shall consider the impact of their operations to biodiversity and shall operate their business with as little impact as possible. Suppliers should comply with any biodiversity laws or regulations in their Country.

TRANSPORTATION

Suppliers must comply with all local, country and international laws and regulations for the transport of goods and materials. Materials Hallstar purchases that are hazardous for transportation (HAZMAT), the Supplier must follow all HAZMAT rules pertaining to ground, air (International Civil Aviation Organization) and ocean (International

Maritime Dangerous Goods) shipments of the material.

HEALTH, SAFETY and SECURITY

Suppliers must be committed to full compliance with local, state, national or industry standards for employee and facility health and safety requirements.

Suppliers shall have a health, safety and security policy statement.

Suppliers must provide a healthy, safe and secure work environment for employees so that accidents and injuries are minimized. Suppliers shall provide safety procedures and employees must be trained on the procedures and other critical safety topics.

Suppliers shall inform employees of hazards and risks in the workplace and take steps to eliminate those hazards or provide protections against the hazard.

Suppliers should practice safety in all processes in their facility especially where hazardous chemicals are used or produced.

Suppliers shall provide for clean toilet facilities and for potable (drinking water) throughout the work day.

Suppliers shall provide a report mechanism such that health and safety concerns can be communicated by employees to management and action can be taken to make improvements.

ETHICAL BUSINESS

Suppliers must conduct business with integrity and place the highest value on ethical business conduct. Suppliers should act lawfully and honest in all operations of doing business.

Bribery & Anti-Corruption

Suppliers must not engage in bribery, corruption, extortion, embezzlement, or other unethical or illegal actions with private individuals, public officials or other persons to obtain an improper benefit or advantage. Procedures must be in place to ensure compliance. Suppliers should comply with any anti-corruption statues (i.e.: US FCPA, UK Anti-Bribery Act etc.).

Financial Records & Money Laundering

All business operations should be kept with accurate books and records and use good accounting principles in accordance with requirements. There should be no actual or attempted participation in money laundering.

Confidential Information

Confidential information from employees, suppliers, customers and other stakeholders must be kept confidential in compliance with law and regulation. Cybersecurity practices shall be in place to eliminate an electronic breach of data.

Animal Testing

Suppliers should make effort to avoid testing products on animals except when deemed necessary to comply with stringent regulatory requirements.

HUMAN & LABOR RIGHTS

We expect our suppliers to operate their business with the upmost respect to human rights.

Equality & Respect

All workers should be treated with respect and dignity without harassment or discrimination of any kind. This includes discrimination and harassment in regards to race, color, gender, language, religion, union membership, political opinion, caste, sexual orientation, age, health status or other characteristics protected by law.

Forced Labor

Suppliers shall not use forced or slave labor in any of their operations. This includes bonded labor, indentured labor, slave labor or human trafficking. Labor should be conducted on a voluntary basis and workers shall be allowed to move around freely and leave their work environment at the end of the day.

Association & Collective Bargaining

Workers shall be allowed to freely associate and collective bargain without intimidation.

Child Labor

Suppliers shall not engage in or benefit from the use of child labor. The minimum age for full-time employment shall be as recommended by International Labour Organization or permitted by the law of that country. Children under the age of 18 shall not be employed at night or in hazardous conditions.

Worker Rights

Suppliers shall adhere to all local or national laws regarding wages, hours, overtime and benefits AND provide workers a written agreement that identifies this information. Workers should be paid fare wages and have reasonable work and overtime hours.

Privacy

Suppliers should follow all laws on data protection and privacy, including, but not limited to the General Data Protection Regulation in the EU.

Supplier Sustainability Code of Conduct Acknowledgement

I acknowledge that I have read and understood the Code of Conduct and that my company aligns with the criteria in this Code.

Company Name:	
Company Address:	
Person Name and Title:	
Contact Email and Phone:	
Signature:	
Date:	