



## DLH PROCUREMENT POLICY

WARSAW, APRIL 2, 2015 r.  
POLAND

## INTRODUCTION

### DLH takes care of forest, people and future

As a global company, we do business in countries with diverse business and cultural practices, as well as legal frameworks, regarding the respect and uphold of labour and human rights. Some part of our sourcing activities are conducted in countries considered as high risk countries. It is therefore our responsibility to ensure that we do not directly or indirectly benefit from, contribute to, endorse, or in any way facilitate violations of human and labour rights or illegal logging practises.

We want to be sure that the wood we obtain comes from well-managed forests and that current and future generations could enjoy all the benefits of forests. They are not only a source of timber but also the habitat of wild animals, assist in water purification, trap carbon dioxide from the atmosphere and stabilize the climate on Earth - are essential to the lives of people around the world, now and in the future.

## GENERAL CONDITIONS

### Child Labour and Young Workers

- Child labour shall not be used at the Supplier's chain. Supplier is obliged to obey the local and national laws which define the minimum working age especially to children. If there are no such rules, an age child is defined as any person less than fifteen years of age.
- In place of employment there are kept all documents proving the age of employees.
- DLH supports the legal employment of young *Workers*. Young *Workers* are young persons of legal working age, until the age of 18.
- The *Supplier* ensures that young *Workers* are employed according to applicable law and protects them from any type of employment or work which by its nature or circumstances in which it is carried out is likely to jeopardize their health, safety or morals.

### *Workers:*

- Have the legal right to perform work at the *Supplier* premises.
- Have the freedom to terminate employment at any time according to the agreed notice period, without penalty or salary deductions.
- Personal documents or other belongings are not withheld.
- Have the freedom to leave the premises when their work shifts end.
- Have not been charged, directly or indirectly, any fees or commission related to the recruitment and/or employment process. If the recruitment agent has requested any such fee, the *Worker* has been reimbursed by the *Supplier*.
- Have not been requested to provide deposits and have not payments delayed, been offered wage advances or loans with the consequence of indebting the *Worker* and binding him or her to employment.
- *Workers* are prevented from exposure to severe health or safety hazards, which are to be understood as health or safety hazards that are likely to pose an immediate risk of causing death or permanent injury or illness.
- A transparent and reliable system for records of working hours and wages for all *Workers* is maintained by the DLH's *Supplier*.
- The *Worker* is paid a wage equal to or exceeding the legal minimum wage.
- The *Supplier* provides *accident* insurance to all *Workers*, covering medical treatment for work related *accidents* and compensation for work related *accidents* resulting in permanent disability.
- Supplier does not use forced labor, prison labor, does not apply the enslavement or work against the will of the employee.

### Chemicals

- If a supplier uses in its factory chemicals there must be fulfilled proper procedures of purchasing, storage, handling and use of *chemicals* as well as emergency response should be implemented.
- If only common chemical products with minor and well known risks (e.g. cleaning *chemicals*, regular office materials etc.) are used a documented *procedures* are not required.
- *Workers* handling *chemicals* have the right competence and, before starting work they are adequately trained in purchasing, handling, using and storing *chemicals*.
- *Chemicals* are stored, handled and transported in a way that prevents emissions to air, ground and water and risks of ignition/explosion, and that protects the health and safety of *Workers*.
- All chemical containers are properly labelled with appropriate and easy to understand explanations, to ensure that *Workers* are aware of the contents of the containers and the associated risks.

## **Waste**

- Waste is stored, handled and transported in a way that prevents contamination of air, ground and water, prevents risks of ignition/explosion and ensure Worker health and safety.
- Waste is sorted and sent for recycling to the extent that local conditions and infrastructure allows.

## **Emergencies and Fire Prevention**

- Site emergency plans are developed and implemented.
- Appropriate firefighting equipment is available.
- Emergency exits and routes ensure a fast and safe evacuation of all *Workers*.
- Applicable laws and regulations relating to fire protection are complied with.

## **Worker Health & Safety**

- *Workers* are given the necessary and adequate safety training before operating machines, equipment or carrying out potentially hazardous operations. The training provided is renewed according to legislation and/or identified needs.
- All machinery and other equipment used in production and operations are safe to use and equipped with the necessary safety devices in order to prevent injuries and subject to certification or authorisation according to legal requirements.
- *First aid equipment* is unlocked, placed in a clearly marked, designated area in a location that ensures easy and quick access in case of emergency, maintained in good condition and inspected regularly in order to secure its completeness and utility.
- Good housekeeping to ensure a hygienic and safe environment for *Workers* is implemented.
- An adequate number of places where *Workers* can rest and eat during their breaks are available.

## **Discrimination**

- There is no discrimination with regards to *Workers* based on race, religion, beliefs, gender, marital or maternal status, age, political affiliation, national origin, disability, health, sexual orientation or any other basis during recruitment and employment.
- All *Workers*, including contracted and sub-contracted *Workers*, have equal rights and social benefits, unless legal restrictions apply.

## **Workers Involvement**

- **Freedom of association.** The *Supplier* respects the rights of *Workers* to join, form or not to join an association of their choice without fear of reprisal, interference, intimidation or *harassment*. In countries where the right to freedom of association is regulated, restricted or prohibited by law, the *Supplier* does not hinder alternative forms of independent and free Worker representation.

## **Forest management and trade.**

- **Forest management and timber regulations.** The *Supplier* respects and operates according to biding national and international laws in relation to wood cutting, procurement, sale, export and transport. To achieve this we implements and develop Due Diligence System called Good Supplier Program (GSP). We brake the contract with any supplier if trade conditions or material does not match our DDS / EUTR requirements.

## SUPPLIER'S DECLARATION

NAME OF COMPANY:

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COMPANY ADDRESS:

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WEBSITE:

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NAME AND SURNAME OF  
MANAGING DIRECTOR:

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PRODUCTS SUPPLIED TO DLH:

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I hereby confirm that on (date)..... we received, read, understood and undertake to abide by the terms of DLH's purchasing policy. In addition, we agree to verification by DLH comply with our rules and the possible audit conducted by DLH and / or indicated by DLH organization as a third-party audit.

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/Date/

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/Company stamp/

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/Signature of Managing Director/