



RESPONSIBLE PROCUREMENT CHARTER

2024 JANUARY

This Emballages Carrousel* Responsible Procurement Charter is based on the company's Responsible Procurement Policy.

It testifies to the commitment of Emballages Carrousel's managers and employees to integrate sustainable development principles into the supply chain by working with all the organization's stakeholders.

It focuses on strengthening the current contractual system by integrating the CSR issues specific to Emballages Carrousel's business model, in strict compliance with current laws and regulations.

CONTEXT

Regulatory developments, extended producer responsibility, risk management throughout the supply chain, modernization of residual materials management processes and innovation in the eco-design of packaging solutions are all elements that add to the business model and drive the company's approach to eco-responsibility.

Carrousel is an independent distributor of packaging solutions and a key player in Canada's crossover market. The company placed its supply chain at the heart of its business strategy in order to shape innovative solutions based on eco-responsible behaviour, and thus support its clients and partners in their transition efforts.

Therefore, the goal of this Charter is to support this strategy and to help create an ecosystem that is increasingly consistent with its associated orientations. This means implementing our commitments through constant dialogue and exchanges with our partners and clients, as well as with the stakeholders involved in changing purchasing behaviours along the value chain of products and services for commercial sale.

* Emballages Carrousel for Les Emballages Carrousel Inc.



SCOPE

This policy concerns all purchases (products or services) destined for resale to our institutional clients in the various market segments: food service and industrial packaging, sanitary products and personal protective equipment.

These purchases will be made in compliance with applicable laws, standards and regulations and according to the guidelines described in Emballages Carrousel's **Supplier Code of Conduct**.

WHO IS THIS CHARTER FOR?

This Charter is intended mainly for natural and legal persons, at **Emballages Carrousel**, who are involved in the process of purchasing goods and services for resale:

- ▶ Emballages Carrousel employees.
- ▶ Any Emballages Carrousel business partner who undertakes to read and comply with Emballages Carrousel's Code of Conduct while maintaining adherence to the standards, laws and regulations in force in their territories of operation.
- ▶ Anyone interested in learning more about Emballages Carrousel's RP process.

MAIN OBJECTIVES

Provide a common framework for all employees and business partners involved in procurement processes, so that sustainable development principles are systematically integrated into decision-making:

- ▶ Ensure the adoption of best practices in the organization's goods and services procurement processes
- ▶ Work with partner companies and suppliers who are progressively integrating corporate social responsibility into their business models
- ▶ Promote the development of mechanisms for greater traceability and marketing of eco-responsible products and services

- ▶ Engage our stakeholders in supporting increasingly responsible supply chains
- ▶ Develop a community of practice with our partners, and maintain and improve dialogue with our peers

GUIDING PRINCIPLES

Purchasing decisions will be guided by the following guiding principles:

- ▶ **Business ethics:**
Adopt internal mechanisms (policies and training) to ensure the integrity of decision-making and to avoid risks of corruption and potential conflicts of interest.
- ▶ **Mutual respect in business:**
Foster dialogue with partners to build lasting relationships.
- ▶ **Contribution to environmental and biodiversity preservation:**
Reduce environmental impacts and help preserve ecosystems, reduce GHG emissions, and combat and adapt to climate change.
- ▶ **Application of the 5Rs (rethink, reduce, reuse, recycle, recover):**
Promote the 5R principle to reduce the footprint of commercialized products and solutions.
- ▶ **Adoption of circular economy strategies:**
Be part of a movement to promote and implement circular economy practices as part of its business model and commitments (see the **Eco-Responsibility Charter**).
- ▶ **Contribution to local economic development:**
Support local and responsible purchasing, ethical purchasing, fair trade, as well as organizations with a positive social and/or environmental impact.
- ▶ **Respect for human rights, living conditions, occupational health and safety, and respect for the communities where the company does business** (see Supplier Code of Conduct).
- ▶ **Intrinsic product qualities:**
Guarantee the quality of products sold by adopting reference standards, norms and/or certifications (e.g., HACCP, BRCGS).

IMPLEMENTATION AND RESPONSIBILITIES

The operationalization of the responsible procurement approach is based on governance practices and management tools, namely:

▶ The RP policy:

It provides the frame of reference and guiding principles for the RP approach within the organization.

▶ The RP Committee:

Responsible for setting up, coordinating and monitoring the objectives and measures required to implement and develop a comprehensive responsible procurement approach within the organization and with all stakeholders in the company's value chain.

▶ The RP action plan:

Tool used for directing the progress of the RP approach. The action plan, which is in line with Emballages Carrousel's Eco-Responsibility Charter commitments and the goals of the sustainable development strategic plan, is structured around five key areas as follows:

- **Formalizing responsible procurement (RP) commitments**
This is done through an RP policy, code of conduct and charter.
- **Mobilizing internal and external stakeholders**
It takes the form of workshops, information sessions, questionnaires and sharing of good practices.
- **Undertaking business partner evaluation activities**
It involves the use of analysis tools, the dissemination of and adherence to the code of conduct, and the use of the questionnaire for business partners.
- **Implementing training and support measures for the employees concerned**
- **Measuring progress of the RP approach and reporting process**
This is based on the development of key indicators and monitoring.

The individuals and groups responsible for and invested in the RP approach at Emballages Carrousel include groups of key people, including the Management Committee, the RP Committee and the CSR Committee. This active participation includes Emballages Carrousel purchasing team members and managers. The collaboration of business partners is essential to the success of this approach.

Key responsibilities include coordinating the RP action plan, implementing, measuring and monitoring the RP process, and lastly, governance, compliance monitoring and partner support activities.

COMPLIANCE MONITORING

Monitoring is carried out by reporting on RP compliance (e.g., Code of Conduct, acknowledgement of the eco-responsibility charter, compliance with the RP charter) to the relevant bodies (RP Committee, Management Committee, CSR Committee).

These bodies are responsible for analyzing and taking the necessary corrective measures: additional training for employees, follow up meetings and questionnaires, requests for supporting documents or audits of business partners to assess compliance with the Code of Conduct and to identify the appropriate support when necessary.

AUTHORITY AND ENTRY INTO FORCE

The adoption of this charter is effective as of January 1, 2024.



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GLOSSARY AND ACRONYMS

► **5Rs - Rethink, Reduce, Reuse, Recycle, Recover:**

Defined by approaches to reducing the environmental footprint of products and services, i.e., rethinking, reducing, reusing, recycling and recovering resources.

► **RP - Responsible procurement:**

In addition to the usual value for money and availability considerations, responsible procurement incorporates sustainable development criteria and even ethical principles that can be applied to product selection (recyclability, energy consumption, origin, total cost of ownership) and suppliers (environmental performance, working conditions, local socio economic development, governance, respect for animal welfare). Responsible procurement is often part of a corporate social responsibility strategy.

► **Sustainable development:**

A type of development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It is built on three interdependent pillars: economic, social and environmental.

► **Circular economy:**

Defined as “a production, exchange and consumption system that aims to optimize the use of resources at all stages of the lifecycle of goods and services through circular logic, while reducing one’s environmental footprint and contributing to the well-being of individuals and communities” (source: Pôle québécois de concertation sur l’économie circulaire [Quebec Centre for consultation on circular economy]).

► **RPP:**

Responsible Procurement Policy

► **Business partner:**

Any individual or legal entity involved in a commercial relationship with Emballages Carrousel.

► **Stakeholder:**

An individual or group (organization), actively or passively involved in a business decision or project, i.e., whose interests can be positively or negatively affected by the execution of the project or the business decision.

► **CSR - Corporate Social Responsibility:**

Principle whereby companies should, as a matter of social conscience or moral necessity, take responsibility for the consequences of their activities on the community, by voluntarily integrating social, environmental and economic concerns into their values, culture, decision-making processes, strategy, operations and interactions with their stakeholders.



DOCUMENTS AND SOURCES TO READ

Acts and regulations

- ▶ Canadian Environmental Protection Act (1999) (justice.gc.ca)
- ▶ Canada Water Act (justice.gc.ca)
- ▶ Q-2 - Environment Quality Act (gouv.qc.ca)
- ▶ Single-use Plastics Prohibition Regulations (justice.gc.ca)
- ▶ Q-2, r. 46.01 - Regulation respecting a system of selective collection of certain residual materials (gouv.qc.ca)
- ▶ Municipal By-Laws (montreal.ca)
- ▶ Environmental Management Act (gov.bc.ca)
- ▶ Order in Council 461/2023 (gov.bc.ca)
- ▶ Selective Collection Systems in Canada
- ▶ Fighting Against Forced Labour and Child Labour in Supply Chains Act (S-211)

Reference standards

- ▶ The International Labour Organization (ILO) Declaration on Fundamental Principles and Rights at Work
- ▶ The United Nations Convention against Corruption
- ▶ The Universal Declaration of Human Rights (UDHR)
- ▶ The Ten Principles of the UN Global Compact
- ▶ Fighting Against Forced Labour and Child Labour in Supply Chains Act (S.C. 2023, c. 9)

Internal documents

- ▶ Eco-Responsibility Charter
- ▶ Business Partner Code of Conduct
- ▶ Responsible Procurement Policy



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