

**The Vendor shall fulfil the following Product Safety and Sustainability requirements for all Products and Services delivered under the Agreement**

## **1. Chemical products**

### **1.1 Legal compliance**

The Vendor is responsible for legal compliance of the product in the country of receiving unit.

### **1.2 Safety data sheet (SDS)**

The Vendor is responsible for sending an SDS to Purchaser. The supplied product shall have been correctly evaluated from a health, safety and environmental point of view. In case of any changes in the product that will affect the SDS, an updated version of the SDS should be sent without delay. The SDS shall be updated according to the requirements of REACH Regulation ((EC) No. 1907/2006) and CLP Regulation ((EC) No 1272/2008).

### **1.3 REACH**

Substances in the product shall be REACH registered for the uses relevant to Metsä Group. The Vendor is obliged to inform Metsä Group if the product contains substances included in the Candidate List of substances of very high concern (SVHC) in a concentration above 0,1 w/w%. Metsä Group should also be informed if the product contains substances that are proposed according to article 59 of the REACH regulation to be included on the Candidate list of SVHC in a concentration above 0,1 w/w%.

The Vendor is obliged to inform Metsä Group when the product contains substances included in the Authorisation list, Annex XIV of the REACH regulation.

The Vendor is obliged to inform Metsä Group when the product contains substances with restrictions in Annex XVII of the REACH regulation.

### **1.4 Food contact materials and materials for other sensitive end uses**

For chemicals that are used in production process of food contact materials, the Vendor is responsible for delivering a food contact declaration, which states the compliance with Regulation EC 1935/2004, the relevant German BfR Recommendation, US FDA 21 C.F.R. Regulation and when applicable also Chinese Standard for Uses of Additives in Food-Contact Materials and Articles GB9685. The declaration shall also contain possible limitations of use.

The Vendor shall support Metsä Group by providing information needed in conformity assessment of products also for other sensitive end uses such as toys, pharmaceuticals or electrical products.

The Vendor has to provide information of the substance or mixture by filling in Metsä Group's Vendor questionnaire.

### **1.5 Biocidal products**

The Vendor is responsible for ensuring that the biocidal active substance is approved for the relevant product-type according to the Biocidal Products Regulation (Regulation (EU) 528/2012) Additionally

the Vendor is responsible for ensuring that the biocidal product is authorised at Member State level in the country of receiving unit.

## **2. Packaging materials**

### **2.1 Legal compliance**

The Vendor is responsible for legal compliance of the material in the country of receiving unit.

### **2.2 Food contact materials and materials for sensitive end uses**

For materials that are used in the packaging (e.g. taping, packing) of food contact materials, the Vendor is responsible for delivering relevant information based on regulations and/or recommendations applicable for the product in the intended use.

The Vendor shall support Metsä Group by providing information needed in conformity assessment of products also for other sensitive end uses such as toys, pharmaceuticals or electronical products.

## **3. Working practices and criteria**

### **3.1 Vendors providing services in production facilities**

The Vendor providing services in production facilities is obliged to ensure that all chemicals used by them fulfil the demands defined for chemical products in section 1 of this appendix. The Vendor is obliged to give all relevant information of the chemical product to Metsä Group when requested.

The personnel of the Vendor are responsible for following all safety and hygiene instructions on site. The personnel are obliged to follow the rules listed below:

- Registration to your host has to be done when entering the premises
- Clean working clothes have to be worn while working in the production area
- Any employee of the vendor is not allowed to enter the production area in case of an illness that could compromise the safety of the food contact materials
- Personal hygiene has to be taken care of: wash hands when needed, at least after using the lavatory and after eating
- Smoking is allowed only in defined smoking areas (including e-cigarettes)
- Eating and drinking is not allowed in production areas (including chewing gum and snuff)
- Any wounds have to be covered with plaster or bandage
- Before entering the production area all hanging jewellery must be removed. Also other jewellery and wrist-watches are recommended to avoid
- Personnel have to make sure they do not have items that may fall from pockets into the process.
- Long hair has to be tied back. The use of hairnet is recommended
- Glass/hard plastic bottles or similar articles must not be taken to the production area
- In case of glass breakage in the production area the host must be contacted immediately and measures taken to prevent any pieces getting into the process
- The use of snap-off blades is forbidden
- In case of observations of rodents, birds or insects in the production area, the host has to be contacted immediately
- In case of any suspected danger to product's cleanliness or safety, the host must be contacted immediately

The personnel of the Vendor are responsible for cleaning up the working area and removing all loose items.

In addition to these instructions, all rules given by the host have to be followed.

### **3.2 Warehouse facilities**

The Vendor that provides warehousing is obliged to ensure that the warehouse facilities are dry and free of odour and taint with sound and watertight roof, walls and entrances. The warehouse facilities and the surroundings must be kept clean and the sheeted product's exposure to sunlight shall be minimized.

The Vendor shall ensure that no solvents, gasoline or any other chemical that can alter the organoleptic properties (e.g. odour or taint) is handled in the same area where Metsä Group products are stored. The Emissions of the equipment used in the warehouse facilities must be minimized (e.g. catalyst, no idling, regular maintenance).

The Vendor shall ensure that eating, drinking and sanitary services are only allowed in isolated parts of the warehouse facility. The warehouse must be covered by pest control and have glass policy in place unless deemed unnecessary by a risk assessment. Feeding of animals must be prohibited in the warehouse and in its surroundings.

### **3.3 Storage instructions**

The Vendor ensures to perform storing and loading according to local regulations, instructions and commodity stability restrictions. The total stacking height of sheeted board product must not exceed 3 pallets.

The Vendor is responsible for inspecting the stored goods before delivery. All visibly dirty packaging must be cleaned and the intactness of the product ensured prior to delivery to the customer. In case the wrapping is damaged in the supply chain, the intactness of the product must be inspected and the wrapping repaired (small damage) or the product re-wrapped (big damage) in an interim warehouse by the Vendor. In case of damaged product Metsä Group must be contacted immediately in order to define further measures.

### **3.4 Loading and unloading**

The Vendor providing loading and unloading services is obliged to ensure that lashing and securing is completed in all transport vehicles by the driver according to local legislation and the reels/pallets don't move in the vehicle during voyage. The Vendor shall ensure that loading and unloading are done in a covered area or otherwise in dry and clean conditions.

### **3.5 Transport**

The Vendor providing transport services is obliged to ensure that the cargo space for Metsä Group products is clean, dry, undamaged and free of odour and taint. The deck of the cargo space must be smooth and providing weather protection and it has to be free of any protruding objects, which might cause damage to the Metsä Group products.

The Vendor shall ensure that solvents, gasoline or any other chemical that can alter the organoleptic properties (e.g. odour or taint) are not transported in the same container as Metsä Group products.

## **4. Quality control**

### **4.1 Audits**

Metsä Group or a third party working on behalf of Metsä Group is entitled to carry out audits at the premises of the Vendor. The Vendor is obliged to reasonably assist Metsä Group or a third party working on behalf of Metsä Group during each such audit without charge and to perform corrective actions if non-conformities are identified during the audit.

### **4.2 Vendor quality control**

The Vendor is obliged to apply a documented quality system, including control and sampling procedures before dispatching the products in order to ensure that only tested quality is delivered to Metsä Group. Metsä Group may proceed to production with any batch of the supplied product without performing control sampling.

The Vendor is obliged to inform Metsä Group regarding any changes in its management system status (i.e. ISO 9001 / ISO 14001 / FSC/PEFC Chain of Custody) without delay. In case of a certificate/registration being withdrawn, Metsä Group shall be informed immediately.

## **5. Sustainability**

The Vendor is expected to comply with the following requirements in addition to those set out in Metsä Group Code of Conduct for Suppliers.

### **5.1. Wood certification**

All chemical pulp and wood delivered to Metsä Group must be covered by PEFC or FSC Chain of Custody. Chain of Custody data (certificate number + claim) must be stated on all invoices and delivery documents.

### **5.2 Life cycle assessments**

The Vendor is responsible for, upon request, delivering necessary data for life cycle assessment.

### **5.3 Ecolabels**

Where relevant, the Vendor is expected to familiarize itself with the criteria of EU Ecolabel ("EU Flower"), Nordic Ecolabel ("Nordic Swan") and Blue Angel, to support Metsä Group with application and to inform Metsä Group without delay about any changes, which might be relevant in terms of Metsä Group's ecolabel approvals.