

Purpose

The goal of the Transparency Policy is to document all relevant stakeholders and the information they need to receive from the Organization through the defined communication channels and the established regularity.

Scope

The Policy applies to all stakeholders that the Organization considers relevant. Among them, clients, employees, direct upstream suppliers, indirect upstream suppliers, chemicals suppliers, accessories suppliers and downstream suppliers.

Sharing and Transparency Matrix

Stakeholder	Information	Communication channel	Regularity
Client	Sustainability Policy	Email Website	When updated
	Code of Conduct	Email Website	When updated
	Chemical Management Policy	Email Website	When updated
	Anti-bribery and Corruption Policy	Email Website	When updated
	Intellectual Property Protection and Disposal Policy	Email Website	When updated
	Whistleblowing Policy	Email Website	When updated
	Lab dip	International logistics and express mail	Whenever a collection starts
	Reports	Email	According to the customer and model
	Other issues that need to be reported in case of failure	Email	When needed
Employees ¹	Management Manual	Welcoming process Website	When updated
	Role Manual	Welcoming process	When updated
	Sustainability Policy	Welcoming process Training / sensitization Website Display	When updated
	Code of Conduct	Welcoming process Training / sensitization Website Display	When updated
	Welcome Manual	Welcoming process	When updated
	Chemical Management Policy	Welcoming process Website Display	When updated
	Anti-bribery and Corruption Policy	Welcoming process Training / sensitization Website Display	When updated
	Code of Conduct for Preventing and Combating Harassment at Work	Welcoming process Training / sensitization Website	When updated

¹ Documents presented in Portuguese.

		Display	
	Intellectual Property Protection and Disposal Policy	Welcoming process Website Display	When updated
	Traceability Policy	Welcoming process Website Display	When updated
	Whistleblowing Policy	Welcoming process Training / sensitization Website Display	When updated
Direct upstream suppliers (raw materials: raw, finished and printed raw material)	Sustainability Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
	Code of Conduct	Supplier and Subcontractor Manual Email Website	When updated New supplier
	Chemical Management Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
	Anti-bribery and Corruption Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
	Supplier and Subcontractor Manual	Email Website	When updated New supplier
	Intellectual Property Protection and Disposal Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
	Traceability Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
	Whistleblowing Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
	Internal set of specifications	Email	New supplier
	Client's set of specifications, procedures, or standards	Email	When every production starts New supplier
	Reports	Email	According to the customer and model
	Client's RSL or PRSL	Email	When updated New supplier
	ZDHC MRSL	Email	When updated New supplier
	Other issues that need to be reported (e.g. in case of failure)	Email	When needed
Indirect upstream suppliers (wet processors: printing, dyeing, and finishing)	Sustainability Policy	Supplier and Subcontractor Manual Email	When updated New supplier

	Website		
Code of Conduct	Supplier and Subcontractor		
	Manual	When updated	
	Email	New supplier	
	Website		
Chemical Management Policy	Supplier and Subcontractor		
	Manual	When updated	
	Email	New supplier	
	Website		
Anti-bribery and Corruption Policy	Supplier and Subcontractor		
	Manual	When updated	
	Email	New supplier	
	Website		
Supplier and Subcontractor Manual	Email	When updated	
	Website	New supplier	
Intellectual Property Protection and Disposal Policy	Supplier and Subcontractor		
	Manual	When updated	
	Email	New supplier	
	Website		
Traceability Policy	Supplier and Subcontractor		
	Manual	When updated	
	Email	New supplier	
	Website		
Whistleblowing Policy	Supplier and Subcontractor		
	Manual	When updated	
	Email	New supplier	
	Website		
Internal set of specifications	Email	New supplier	
Client's set of specifications, procedures, or standards	Email	When every production starts New supplier	
Lab dip	Logistics	When every production starts	
Lab dip approval	Email	When every production starts	
Reports	Email	According to the customer and model	
Client's RSL or PRSL	Email	When updated New supplier	
ZDHC MRSL	Email	When updated New supplier	
Other issues that need to be reported (e.g. in case of failure)	Email	When needed	
Chemicals Suppliers	Sustainability Policy	Supplier and Subcontractor	
		Manual	When updated
		Email	New supplier
		Website	
	Code of Conduct	Supplier and Subcontractor	
		Manual	When updated
		Email	New supplier
		Website	
	Chemical Management Policy	Supplier and Subcontractor	
Manual		When updated	
Email		New supplier	
Website			

	Supplier and Subcontractor	
Anti-bribery and Corruption Policy	Manual Email Website	When updated New supplier
Supplier and Subcontractor Manual	Email Website	When updated New supplier
Intellectual Property Protection and Disposal Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
Traceability Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
Whistleblowing Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
Client's RSL or PRSL	Email	When updated New supplier
ZDHC MRSL	Email	When updated New supplier
	Supplier and Subcontractor	
Sustainability Policy	Manual Email Website	When updated New supplier
Code of Conduct	Supplier and Subcontractor Manual Email Website	When updated New supplier
Chemical Management Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
Anti-bribery and Corruption Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
Supplier and Subcontractor Manual	Email Website	When updated New supplier
Intellectual Property Protection and Disposal Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
Traceability Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
Whistleblowing Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier
Client's RSL or PRSL	Email	When updated New supplier
ZDHC MRSL	Email	When updated New supplier
Reports	Email	According to the customer and model

Accessories Suppliers

	Other issues that need to be reported (e.g. in case of failure)		When needed	
Downstream suppliers (subcontracted wet processors: positional, conventional, and digital printing and transfers)	Sustainability Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier	
	Code of Conduct	Supplier and Subcontractor Manual Email Website	When updated New supplier	
	Chemical Management Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier	
	Anti-bribery and Corruption Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier	
	Supplier and Subcontractor Manual	Email Website	When updated New supplier	
	Intellectual Property Protection and Disposal Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier	
	Traceability Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier	
	Whistleblowing Policy	Supplier and Subcontractor Manual Email Website	When updated New supplier	
	Internal set of specifications	Email	New supplier	
	Client's set of specifications, procedures, or standards	Email	When every production starts New supplier	
	Lab dip	Logistics	When every production starts	
	Lab dip approval	Email	When every production starts	
	Reports	Email	According to the customer and model	
	Client's RSL or PRSL	Email	When updated New supplier	
	ZDHC MRSL	Email	When updated New supplier	
		Other issues that need to be reported (e.g. in case of failure)		When needed