### 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
	Management Manual	Welcoming process Website	When updated
	Role Manual	Welcoming process	When updated
Employees <sup>1</sup>	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

<sup>1</sup> Documents presented in Portuguese.



		Diaplay	
		Display	
	Intellectual Property	Welcoming process	
	Protection and Disposal	Website	When updated
	Policy	Display	
		Welcoming process	
	Traceability Policy	Website	When updated
		Display	
		Welcoming process	
		Training / sensitization	
	Whistleblowing Policy	Website	When updated
		Display	
		Supplier and Subcontractor	
	Sustainability Policy	Manual	When updated
	Sustainability Folicy	Email	New supplier
		Website	
		Supplier and Subcontractor	
		Manual	When updated
	Code of Conduct	Email	New supplier
			new supplier
		Website	
		Supplier and Subcontractor	
	Chemical Management	Manual	When updated
	Policy	Email	New supplier
		Website	
		Supplier and Subcontractor	
	Anti-bribery and	Manual	When updated
	Corruption Policy	Email	New supplier
	Corruption Policy		New supplier
		Website	
	Supplier and Subcontractor	Email	When updated
	Manual	Website	New supplier
	Intellectual Property Protection and Disposal	Supplier and Subcontractor	
		Manual	When updated
Direct upstream suppliers		Email	New supplier
(raw materials: raw,	Policy	Website	
		Supplier and Subcontractor	
finished and printed raw			
naterial)	Traceability Policy	Manual	When updated
		Email	New supplier
		Website	
		Website Supplier and Subcontractor	
			When updated
	Whistleblowing Policy	Supplier and Subcontractor Manual	When updated New supplier
	Whistleblowing Policy	Supplier and Subcontractor Manual Email	When updated New supplier
		Supplier and Subcontractor Manual Email Website	New supplier
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	Internal set of specifications	Supplier and Subcontractor Manual Email Website	New supplier New supplier
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	Internal set of specifications Client's set of specifications, procedures,	Supplier and Subcontractor Manual Email Website	New supplier New supplier When every production starts
	Internal set of specifications Client's set of	Supplier and Subcontractor Manual Email Website Email	New supplier New supplier When every production
	Internal set of specifications Client's set of specifications, procedures, or standards	Supplier and Subcontractor Manual Email Website Email Email	New supplier New supplier When every production starts New supplier
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WebsiteCode of ConductSupplier and SubcontractorManualWhen updatedEmailNew supplierWebsiteSupplier and SubcontractorChemical ManagementManualPolicyEmailNew supplierWebsiteSupplier and SubcontractorPolicyEmailNew supplierWebsiteSupplier and SubcontractorAnti-bribery andManualCorruption PolicyEmailNew supplier	b
Code of ConductManualWhen updatedEmailNew supplierWebsiteSupplier and SubcontractorChemical ManagementManualWhen updatedPolicyEmailNew supplierWebsiteWebsiteNew supplierAnti-bribery andManualWhen updatedCorruption PolicyEmailNew supplierManualWhen updatedNew supplierNew supplierNew supplierManualWhen updatedNew supplierNew supplierManualNew supplierManualNew supplierNew supplierNew supplier	b
Code of ConductEmailNew supplierWebsiteSupplier and SubcontractorChemical ManagementManualWhen updatedPolicyEmailNew supplierWebsiteSupplier and SubcontractorNew supplierAnti-bribery andManualWhen updatedCorruption PolicyEmailNew supplier	b
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Website	
Supplier and Subcontractor Email When updated	d
Manual Website New supplier	
Intellectual Property Supplier and Subcontractor	
Intellectual Property Manual When updated	b
Protection and Disposal Email New supplier	
Policy Website	
Supplier and Subcontractor	
Manual When updated	4
Traceability Policy Email New supplier	А
Website	
Supplier and Subcontractor	
Whistleblowing Policy Manual When updated	b
Email New supplier	
Website	
Internal set of Email New supplier	
specifications	
Client's set of When every p	roduction
specifications, procedures, Email starts	
or standards New supplier	
When every p	roduction
Lab dip Logistics starts	
When every p	roduction
Lab dip approval Email starts	roddetion
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Reports Email According to t	ne customer
and model	-J
Client's RSL or PRSL Email When updated	a and a second se
New supplier	
ZDHC MRSL Email When updated	d
New supplier	
Other issues that need to	
be reported (e.g. in case of Email When needed	
failure)	
Supplier and Subcontractor	
Manual When updated	b
Sustainability Policy Email New supplier	
Website	
Supplier and Subcontractor	
Manual When undated	4
Chemicale Suppliere Code of Conduct	J
Email New Supplier	
Website	
Supplier and Subcontractor	
	b
Chemical Management Manual When updated	

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Anti-bribery and	Supplier and Subcontractor Manual	When updated
Corruption Policy	Email Website	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
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
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

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Other issues that need to be reported (e.g. in case of failure)		When needed
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

Downstream suppliers (subcontracted wet processors: positional, conventional, and digital printing and transfers) **%** SICI93

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