



Supplier Standards

## Our Corporate Values

Avery Dennison is committed to the following values, which form the foundation of our culture as well as our standards for professional conduct:

### Integrity

We act honestly, ethically and honorably.

### Service

We satisfy our customers every time.

### Teamwork

We build relationships based on trust, respect and caring.

### Innovation

We foster creativity and the development of new ideas, product and processes.

### Excellence

We strive to be the best in everything we do.

### Community

We act responsibly as members of the communities in which we operate.

Avery Dennison expects our Suppliers to act in accordance with these values by:

- Operating with integrity
- Delivering the best customer service
- Meeting or exceeding Avery Dennison quality and service expectations
- Focusing on “total cost” by undertaking continuous improvement activities
- Sharing innovative ideas with us and using our idea platforms for mutual growth

The Avery Dennison Supplier Standards describe the working conditions and employment standards with which our supplier operations are required to comply. These Supplier Standards underscore our commitment to integrity in business activities, meeting government laws and regulations, providing employees with a safe and healthy working environment, treating employees with dignity and respect, and to protecting and preserving the environment.

Avery Dennison reserves the right to implement affirmative steps to monitor and ensure compliance with these standards. Suppliers who are not in compliance with the standards described in these Supplier Standards may be required to correct the violations, or Avery Dennison may take actions to cancel any outstanding orders or may terminate the relationship.

Avery Dennison holds all suppliers responsible for ensuring that all sub-contractors that produce goods or services for Avery Dennison meet the standards set forth in the Supplier Standards. Avery Dennison will actively monitor and collaborate with the supplier to ensure this commitment is met.

---

## **Laws, Regulations and Industry Standards**

---

Suppliers and sub-contractors must comply with all applicable local laws and regulations. In situations where there is a conflict between local laws and regulations and the standards described in the Avery Dennison Supplier Standards, suppliers will be required to meet the higher standard.

## Employment Standards

All suppliers must meet the employment standards described below.

- 1. Compensation** - Suppliers and sub-contractors shall compensate all employees in compliance with all applicable local laws pertaining to wages, including overtime and benefits. Suppliers and sub-contractors may not make deductions from pay for disciplinary infractions.
- 2. Hours of Labor** - Except in extraordinary business circumstances, suppliers and sub-contractors shall limit the number of hours worked in any seven (7) day work week to no more than sixty (60) hours, and employees must be given a minimum of one (1) day off in every seven (7) day work period. Where local standards differ, the requirements that provide for fewer hours per work week shall apply.
- 3. Forced Labor** - Suppliers and sub-contractors shall not use forced labor under any circumstances, including prison labor, indentured labor or debt bondage.
- 4. Child Labor** - Suppliers and sub-contractors shall not use child labor. The term “child” refers to a person younger than 15 or the local legal minimum age for employment, whichever is higher.
- 5. Discrimination/Human Rights** - Suppliers and sub-contractors shall not discriminate against any person or employee based on race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation or veteran status.
- 6. Freedom of Association** - Suppliers and sub-contractors shall respect the rights of workers to freely associate, form and join organizations of their own choice and bargain collectively.
- 7. Disciplinary Process** - Suppliers and sub-contractors will not utilize any form of physical or mental disciplinary practices such as coercion, harassment, (including sexual harassment), threats or corporal punishment. All workers must be treated with dignity and respect.
- 8. Environmental, Health and Safety** - The health and safety of employees is paramount to Avery Dennison. Suppliers and sub-contractors will provide their employees with a safe and healthy work place, and operate their facilities in compliance with all local environmental, health and safety laws.

## Confidentiality

---

Avery Dennison suppliers may not use nor disclose to any other person or entity any confidential or proprietary information or trade secrets, including without limitation, business plans, financial information, data, know-how, formulae, processes, designs, sketches, photographs, plans, drawings, specifications, samples, reports, pricing information, studies, findings, inventions, and ideas for any purpose other than to provide products and services to Avery Dennison. Any information that is not readily available to the public shall be considered confidential information.

## Conflict of Interest

---

Avery Dennison prohibits the direct or indirect solicitation, offering or acceptance of gifts, gratuities or any other form of personal benefit or “payoff”, in connection to doing business with Avery Dennison.

## Right to Access

---

To measure compliance of suppliers with these Standards, Avery Dennison, or a third party designated by Avery Dennison, may conduct announced or unannounced assessments and reviews of facilities. All suppliers are subject to assessment that shall include inspection of facilities, gathering information from employees and review of all relevant documentation and records.

Assessments may be conducted at the discretion of Avery Dennison. If violations are identified, Avery Dennison will provide the supplier with a written description of the violation(s), a detailed explanation of actions that must be taken by the supplier to correct the violation and a timeframe within which the corrections must be made. Failure to correct the violations within the prescribed timeframe may result in cancellation of orders and/or termination of the relationship.

For more information, contact Risk Management and Corporate Compliance at 626-304-2007.