

ESTÉE LAUDER COMPANIES

SUPPLIER  
*SUSTAINABILITY*  
GUIDELINES

Inspiring the *BEST* of Beauty

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The founding values of The Estée Lauder Companies Inc. (“ELC”, “we”, “us” or “our”) inspire our commitment to operate responsibly and motivate us to build a sustainable business based on uncompromising ethics, integrity, fairness, diversity and trust. In partnership with our suppliers and everyone we touch; we aspire to foster our heritage of respect for people and the environment and be a positive influence in every community we serve and from which we source.

We aim to develop long-lasting, trusting and mutually beneficial relationships with suppliers who share our strong values and who demonstrate the same commitment to operating responsibly and ethically across all facets of business. We recognize our suppliers operate in diverse legal and cultural environments throughout the world. Our Supplier Code of Conduct (“Supplier Code”), found [here](#), sets forth the basic requirements we expect of ELC Suppliers, including vendors, service providers, independent contractors and consultants (collectively, “ELC Suppliers”), as a condition of doing business with ELC.





### **THE SUPPLIER CODE OF CONDUCT CORE PRINCIPLES:**

1. ENGAGE IN LAWFUL AND ETHICAL BUSINESS PRACTICES
2. PROMOTE A RESPECTFUL, FAIR AND DIVERSE WORKPLACE
3. PROVIDE A SAFE, HEALTHY WORKPLACE AND PROTECT THE ENVIRONMENT AND COMMUNITY

### **PURPOSE OF THE GUIDELINES:**

The purpose of the Supplier Sustainability Guidelines (“Guidelines”) is to provide ELC Suppliers with practical actions ELC Suppliers can take, building on the foundation of the Supplier Code requirements, to move towards Best Practice. ELC is committed to partnering with ELC Suppliers on this continuous improvement journey.

We encourage ELC Suppliers to use the Guidelines as a self-assessment tool and to strive to achieve best practices with top management commitment, oversight and support by:

-  Implementing coherent policies and procedures
-  Providing resources, such as qualified personnel
-  Continuous monitoring and periodic assessment of progress
-  Implementing improvement plans, as needed

The Guidelines are comprehensive but not exhaustive and do not preclude ELC Suppliers from going beyond what’s recommended. The Guidelines are for information purposes only and do not constitute a new set of requirements or replace legal or professional advice.

Inspiring the BEST of Beauty

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Revised on April 2020

1. ENGAGE IN  
LAWFUL AND  
ETHICAL BUSINESS  
PRACTICES

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## 1.1 LEGAL COMPLIANCE

### THE REQUIREMENTS

- ELC is committed to conducting its business in accordance with the highest ethical business standards and in compliance with applicable laws and regulations in the countries where we do business. We aim to meet or exceed requirements of applicable environmental, health and safety laws and regulations, corporate standards and other standards to which ELC subscribes. We expect ELC Suppliers to do the same. In cases where applicable law conflicts with the provisions in this Supplier Code, ELC Suppliers are expected to comply with the law, while seeking to meet the underlying tenets of each standard within this Supplier Code.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Implement policies and procedures to identify and manage ethical and compliance risks related to bribery, environmental, health and safety, labor practice and others, associated with ELC Supplier's operations.
- ◇ Train employees on legal requirements and risks, as well as ELC's Supplier Code requirements.
- ◇ Implement processes to create, document and maintain accurate records to ensure conformity with company, regulatory and ELC's Supplier Code requirements.

#### **GOOD PRACTICES:**

- ◇ Develop a method to actively maintain and track applicable and emerging legislation impacting the business, such as using law firms, industry associations or non-governmental organizations (NGOs) as resources.
- ◇ Develop ELC Supplier's own supplier code of conduct (or its equivalent) or responsible sourcing policy.
- ◇ Conduct due diligence and awareness initiatives to ensure ELC Supplier's new and existing vendors, service providers, including recruitment agencies, and independent contractors, comply with the law and abide by ELC's Supplier Code and ELC Supplier's own supplier code of conduct (or its equivalent).
- ◇ Regularly communicate information on ELC Supplier's policies, procedures, work standards and expectations to its employees, management, customers and other key stakeholders.

#### **BEST PRACTICES:**

- ◇ Monitor and evaluate internal controls, and other compliance measures to ensure compliance with local laws, company polices and ELC's Supplier Code requirements, to identify and mitigate potential underlying causes of non-compliance and develop action plans to address gaps and continuously improve the effectiveness of the internal controls and other compliance measures.

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## 1.2 PROHIBITION AGAINST BRIBERY AND CORRUPTION

### THE REQUIREMENTS

- ELC Suppliers and their officers, directors and employees must adhere to the highest standards of ethical business conduct and must not engage in bribery or corruption in any form, either directly or through third parties. We expect ELC Suppliers to promote anti-bribery and anti-corruption compliance in their organizations through developing their own standards, which should be designed to facilitate compliance with legal requirements, including the U.S. Foreign Corrupt Practices Act.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Demonstrate strong top management commitment and clear accountability for preventing and detecting bribery and corruption.
- ◇ Implement policies, procedures and a risk-based approach to employee training and other controls to prevent and detect bribery and corruption within ELC Supplier's own and operated business, with clear oversight from a designated senior level employee who's adequately autonomous and part of management. Request the same from ELC Supplier's own suppliers.
- ◇ Disclose violations of anti-bribery and anti-corruption laws to ELC.

#### **GOOD PRACTICES:**

- ◇ Maintain accurate and complete financial records and accounts to ensure proper recording of financial transactions and thus prevent or facilitate the detection of bribery, money laundering or other corrupt activities.
- ◇ Include appropriate and consistent sanctions in ELC Supplier's disciplinary procedures, to address non-compliance with applicable law and its ethics and compliance programs by employees, at any level of the organization.

#### **BEST PRACTICES:**

- ◇ Monitor and evaluate internal controls, and other compliance measures around ELC Supplier's ethics and compliance program, to identify and mitigate potential underlying causes of non-compliance and develop action plans to address gaps and continuously improve the effectiveness of the internal controls and other compliance measures.
- ◇ Make available to workers different grievance mechanisms such as an independently run hotline and encourage workers to report concerns of misconduct.

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## 1.3 IMPROPER GIFTS, HOSPITALITY AND ENTERTAINMENT

### THE REQUIREMENTS

- ELC Suppliers must not give gifts or entertainment to ELC employees or representatives, that create a conflict of interest or the appearance of a conflict. Modest gifts and hospitality may be permissible so long as they are not provided as a quid pro quo, are modest in value, infrequent, unsolicited, given on a customary gift giving occasion, reasonable and customary in our business and permissible under the **ELC Code of Conduct**, the policies of Suppliers' organization and comply with local laws. Cash and cash equivalents such as gift cards and gift checks are never acceptable. Gifts of tickets for entertainment of any nature (theater, sporting event, etc.) require that the donor attend the event with the recipient.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Address gifts, hospitality and entertainment in ELC Supplier's ethics and compliance program.
- ◇ Define thresholds for gifts.
- ◇ Avoid gifts to government officials. Implement controls around the legal review, pre-approval, and recordkeeping of such gifts when they are necessary to support a legitimate business purpose.

#### **GOOD PRACTICES:**

- ◇ Do not offer or accept gifts, entertainment or favors in any form that would likely result in a feeling or expectation of personal obligation, or that would be an improper quid pro quo.

#### **BEST PRACTICES:**

- ◇ Monitor and evaluate internal controls, and other compliance measures around ELC Supplier's ethics and compliance program, to identify and mitigate potential underlying causes of non-compliance and develop action plans to address gaps and continuously improve the effectiveness of the internal controls and other compliance measures.

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## 1.4 CONFIDENTIALITY AND PRIVACY

### THE REQUIREMENTS

- ELC Suppliers must respect and safeguard ELC's confidential information (including personal information). ELC Suppliers shall only use ELC's confidential information for the purposes for which it was provided. ELC Suppliers must promptly notify ELC if they become aware of any intentional or unintentional improper disclosure or use of ELC's confidential information. ELC Suppliers must comply with applicable laws and regulations related to the protection and use of personal information.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Implement security policies, procedures, programs, employee training at all levels of ELC Supplier's organization, and other controls in place to ensure ELC's confidential data is protected.

#### **GOOD PRACTICES:**

- ◇ Conduct ongoing risk assessments to identify and manage threats and ensure ELC's confidential information is protected.
- ◇ Implement information technology (IT) safeguards on equipment such as computers and mobile devices to protect ELC's confidential information, from unauthorized access or disclosure, improper use, theft or destruction.
- ◇ Be aware of risks of inadvertently disclosing ELC's confidential information in public places and social media, even outside of the workplace.

#### **BEST PRACTICES:**

- ◇ Monitor and evaluate internal controls, and other compliance measures such as security policies and programs, to identify and mitigate potential underlying causes of non-compliance and develop action plans to address gaps and continuously improve the effectiveness of the internal controls and other compliance measures.

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## 1.5 FAIR COMPETITION

### THE REQUIREMENTS

- ELC Suppliers must conduct their business in a fair and ethical manner and in compliance with all applicable fair competition and antitrust laws.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Implement policies, procedures, employee training programs, and other controls to ensure compliance with fair competition and antitrust laws, and prevent practices that would restrict competition, such as price fixing, quotas, bid rigging, and allocation of markets.

#### **GOOD PRACTICES:**

- ◇ Conduct ongoing risk assessments to identify and manage fair competition and antitrust risks associated with ELC Supplier's operations.

#### **BEST PRACTICES:**

- ◇ Monitor and evaluate internal controls, and other compliance measures to identify and mitigate potential underlying causes of non-compliance and develop action plans to address gaps and continuously improve the effectiveness of the internal controls and other compliance measures.

## 2. PROMOTE A RESPECTFUL, FAIR AND DIVERSE WORKPLACE

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## 2.1 CHILD LABOR AND YOUNG WORKERS

### THE REQUIREMENTS

- ELC Suppliers must not employ child labor. The term “child” means any person employed under the age of 15 (or 14 where the law of the country permits) or under the minimum age for employment in the country, whichever is greater. ELC Suppliers employing young workers (workers above the minimum age of employment but under the age of 18) must comply with applicable laws and regulations regarding hours, compensation and must avoid conditions or restrictions that could be harmful to their morals, health, safety and development.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Implement policies that clearly define minimum age for potential employees and states ELC Supplier’s commitment to comply and promote compliance with international standards (such as ILO Conventions no. 138 and 182) and applicable country or local laws on child labor, in ELC Supplier’s operations and those of its suppliers, including recruitment agencies.
- ◇ Implement reliable age verification procedures.
- ◇ Define and implement controls to protect young workers from working conditions that are detrimental to their education, health and well-being.
- ◇ Implement a responsible remediation procedure in case of any breach to the policy is identified.

#### **GOOD PRACTICES:**

- ◇ ELC Supplier’s policies do not discourage workers from pursuing educational opportunities.
- ◇ Communicate to and train workers and supervisors, in the provisions for young workers, especially regarding, working hours and night-time and hazardous work.

#### **BEST PRACTICES:**

- ◇ Monitor and evaluate the implementation of hiring policies within ELC Supplier’s organization and its own suppliers, to identify and mitigate potential underlying causes of non-compliance and develop action plans to address gaps and continuously improve the effectiveness of the internal controls and other compliance measures.
- ◇ Use the results of environmental, social and governance assessments or audits of ELC Supplier’s customers as a monitoring and improvement tool.

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## 2.2 FORCED LABOR AND HUMAN TRAFFICKING

### THE REQUIREMENTS

- ELC Suppliers must not use or benefit from any form of human trafficking, or forced or compulsory labor of any kind, be it prison, bonded, indentured or otherwise. Furthermore, mandatory overtime is not permitted, and workers must be allowed to leave their employment after giving reasonable notice. Imposing monetary fines, withholding identity papers (such as passports), work permits, remuneration or requiring recruitment deposits or other constraints as a condition of employment, is not allowed.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Implement policies to ensure employment is freely chosen; terms of employment are clearly defined in compliance with international standards (such as, ILO Convention No. 29) and local laws, in ELC Supplier's operations and those of its own suppliers, including recruitment agencies.
- ◇ Allow workers to move freely within the premises, including to dormitories or provided housing (if applicable), to use restrooms, drink water or take designated breaks.
- ◇ Prohibit any engagement in physical punishment, threats of violence to workers or their families, or any other form of mental or physical abuse, coercion or intimidation.
- ◇ Conduct due diligence to ensure recruiting agencies or intermediaries, if used, employ ethical recruitment practices in compliance with applicable laws and ELC's Supplier Code.

#### **GOOD PRACTICES:**

- ◇ Monitor and evaluate the implementation of policies within ELC Supplier's organization and its own suppliers, paying special attention to recruitment agencies, to identify and mitigate potential underlying causes of non-compliance and develop action plans to address gaps and continuously improve the effectiveness of the internal controls and other compliance measures.

#### **BEST PRACTICES:**

- ◇ Participate in cross industry initiatives tackling human trafficking.

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## 2.3 HUMANE AND DIGNIFYING TREATMENT

### THE REQUIREMENTS

- ELC Suppliers must treat their employees<sup>1</sup> with respect and dignity. They must not engage in any kind of physical, verbal, psychological or sexual abuse, harassment or any other forms of intimidation or misconduct.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Establish a policy that defines and prohibits all forms of harassment and abuse and establishes the disciplinary rules and processes.
- ◇ Prohibit sexual harassment in the workplace or in any facilities related to the workplace.
- ◇ Provide a reasonable, fair and confidential mechanism for workers to express any concerns without fear of retaliation.
- ◇ Address concerns appropriately, swiftly, and document remedies.
- ◇ Do not permit retaliation or discrimination against anyone who in good faith raises questions or concerns about a potential violation of the ELC Supplier Code, ELC Supplier's policies or the law, or who assists in an investigation of a reported violation

#### **GOOD PRACTICES:**

- ◇ Train workers, supervisors and management on how to recognize and prevent harassment, abuse and any other forms of intimidation.

#### **BEST PRACTICES:**

- ◇ Apply behavioral incentives such as recognition programs instead of disciplinary penalties.

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## 2.4 WORKING HOURS

### THE REQUIREMENTS

- ELC Suppliers must uphold the local legal or contractually agreed-upon limit on hours worked, and where no limit is imposed, they do not engage workers for more than 60 hours a week at most, outside of extraordinary circumstances. Workers must receive at least one day off in seven days, or the local legal standard (whichever is greater), receive any legally required daily rest periods, and must not be required to take work home.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Know and actively get updated on local laws and government issuances and instructions regarding working hours, overtime, rest days and breaks.
- ◇ Compensate overtime as required by local law or contractual agreement and detail overtime on pay slips.
- ◇ Do not impose mandatory overtime (through abuse, threats of dismissal, or other means).
- ◇ Maintain accurate and transparent records of work hours, both regular and overtime. Implement an effective time recording system.

#### **GOOD PRACTICES:**

- ◇ Establish overtime as the exception, not the rule.
- ◇ Provide employees information on work hours, rest breaks and rest days.

#### **BEST PRACTICES:**

- ◇ Monitor and evaluate the implementation of working hour policies and procedures within ELC Supplier's organization and its own suppliers, to identify and mitigate potential underlying causes of non-compliance, and develop action plans to address gaps and continuously improve the effectiveness of the internal controls and other compliance measures.
- ◇ Communicate need of overtime in advance, where possible.

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## 2.5 WAGES, BENEFITS AND TERMS OF EMPLOYMENT

### THE REQUIREMENTS

- ELC Suppliers must pay their employees any legally prescribed, contractually agreed-upon or applicable prevailing industry minimum wage (whichever is higher), as well as any legally prescribed benefits. Workers must not be subject to financial penalties as a disciplinary measure or for poor performance or to illegal deductions for benefits payments.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Provide workers with written and clear information about their employment conditions, wages and benefits prior to and during employment, in the workers' language.
- ◇ Establish recognized standard employment relationships, as required by local law or industry practice.
- ◇ Provide parental leave protection (leave and benefits, as well as protection against discrimination) to workers, regardless of gender, in accordance with the requirements of applicable country or local laws or international standards, such as ILO Convention no. 183 (applicable to maternity leave).
- ◇ Pay timely and in full, any social benefits including social insurance premiums, as required by local law.

#### **GOOD PRACTICES:**

- ◇ Provide detailed wage statements including regular and overtime hours worked, applicable pay, bonuses and deductions (if available) or as required by law.
- ◇ Develop a recordkeeping and retention procedure to ensure accuracy, and transparency.

#### **BEST PRACTICES:**

- ◇ Strive to provide every worker, with the right to compensation for a regular workweek that is sufficient to meet the worker's basic needs (such as food, water, housing, healthcare, education, transport, and clothing) and provides some discretionary income for the workers and their families.
- ◇ Implement a compensation system that allows for wage levels/increases based on objective and measurable factors, such as skill level, productivity, experience, etc., for all workers.

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## 2.6 EQUALITY, INCLUSION AND DIVERSITY

### THE REQUIREMENTS

- ELC Suppliers must strive to promote an environment that is free from discrimination and inclusive of all people and their unique abilities, strengths and differences. ELC Suppliers must provide equal opportunities, in all aspects of employment and must not subject their workers to any illegal discrimination with regard to recruitment, hiring, remuneration, promotion, access to training, professional development, retirement or termination. Any employment decisions must be based on worker's ability and not on personal characteristics such as race, creed, color, religion, gender, sex, age, national origin, alienage or citizenship status, sexual orientation, gender identity or expression, marital, partnership or familial status, disability, genetic information, veteran/military status, domestic violence victim status, social background, caste, health status, pregnancy, or any other characteristic protected by law. Workers with the same qualifications, skills, experience and performance should receive equal pay for equal work, as required by local law.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Implement an equality, inclusion & diversity policy.
- ◇ Do not conduct medical examinations, such as pregnancy or HIV/AIDS tests to prevent hiring, unless required by law.

#### **GOOD PRACTICES:**

- ◇ Establish clear, objective and transparent selection criteria for all human resources decisions and train supervisors, management and security personnel, on how to avoid discrimination.

#### **BEST PRACTICES:**

- ◇ Establish specific and measurable targets for achieving diversity and equality in all stages of employment.
- ◇ Integrate gender-sensitive clauses in ELC Supplier's own supplier code of conduct (or its equivalent).
- ◇ Implement ELC Supplier's own supplier inclusion & diversity program to promote sourcing through small business, minority and women owned businesses and other, culturally appropriate, diverse categories.
- ◇ Join local networks or organizations addressing relevant gendered issues to collaboratively target systemic challenges.

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## 2.7 FREEDOM OF ASSOCIATION

### THE REQUIREMENTS

- ELC Suppliers must recognize the right of employees to freely associate and must comply with all local laws governing the right of employees to select or not to select workplace representatives.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Do not discriminate, harass, penalize or coerce workers looking to lawfully join unions of their choosing, represent workers or assemble peacefully.

#### **GOOD PRACTICES:**

- ◇ Train, supervisors, management and security personnel to respect worker's rights to freely associate.

#### **BEST PRACTICES:**

- ◇ Establish procedures and accountability for maintaining compliance with freedom of association laws.

3.

PROVIDE A  
SAFE, HEALTHY  
WORKPLACE  
AND PROTECT  
THE ENVIRONMENT  
AND COMMUNITY

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## 3.1 HEALTH AND SAFETY

### THE REQUIREMENTS

- ELC Suppliers must meet and strive to exceed requirements of applicable health and safety laws and regulations. ELC Suppliers must maintain a clean, healthy and safe workplace. Any residential facilities must be similarly maintained. Work areas must be of a standard to prevent accidents, injuries and illnesses and to ensure an adequate level of sanitation. ELC Suppliers must reduce the potential for injuries and illnesses in the workplace by eliminating or minimizing workplace hazards and providing health and safety training to workers.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Establish an effective Occupational Health and Safety System (H&S) including at a minimum: (a) management leadership & employee involvement, (b) risk and hazards worksite analysis (c) hazard prevention & control to avoid illnesses and accidents and (d) regular health and safety training for new and existing workers.
- ◇ Establish an emergency preparedness and response plan for potential events, such as fire, chemical spills and natural disasters such as earthquakes, hurricanes.
- ◇ Periodically assess the structural integrity and fire safety of the site(s).
- ◇ Provide new and existing workers with appropriate personal protective equipment at no personal cost.
- ◇ Provide workers with access to medical assistance and facilities, clean toilet facilities and drinkable water, as well as sanitary facilities for food preparation and storage, if applicable.
- ◇ Do not impose undue restrictions on the time and frequency of toilet use.

#### **GOOD PRACTICES:**

- ◇ Provide flexible working arrangements and on-site facilities to women who are pregnant or nursing.
- ◇ Establish, monitor and report on H&S targets such as (a) reducing accidents and near misses and achieving zero accidents, (b) reducing workplace related illnesses, (c) number of employees trained, (d) number of inspections and corrective actions completed and (e) percentage of workers participating in H&S initiatives.

#### **BEST PRACTICES:**

- ◇ Align the Occupational Health and Safety Management System with ISO45001 Standard (formerly OSHAS 18001).

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## 3.2 ENVIRONMENT

### THE REQUIREMENTS

- ELC Suppliers must meet all requirements of applicable environmental laws and regulations related to their products' development, manufacturing, and distribution. ELC Suppliers must strive to continually improve their environmental footprint including the promotion of sustainable initiatives such as energy and water conservation, pollution prevention, waste minimization, reuse, and recycling practices.

### HOW TO IMPLEMENT THE REQUIREMENTS

#### **BASIC PRACTICES:**

- ◇ Implement an environmental policy that addresses the key impacts of ELC Supplier's operations with a clear commitment to continuous improvement.
- ◇ Implement pollution prevention, resource conservation, waste reduction, energy and water efficiency measures, reuse and recycling practices and promote application of safe and innovative technologies for waste disposal.
- ◇ Comply with applicable biodiversity laws or regulations and international agreements, including in relation to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), the International Union for Conservation of Nature (IUCN) Red List of Threatened Species™ and on access to genetic resources or associated traditional knowledge and the sharing of resulting benefits (access and benefit sharing, or ABS).
- ◇ Do not cause deforestation, which includes the conversion of natural forests and high conservation value forests to agriculture, tree plantations, or other land uses, or severe human-induced degradation.
- ◇ Implement procedures to verify that forest/timber-based materials and derivatives purchased are legally harvested and traded.
- ◇ Comply with local laws regarding land rights, the use of natural resources and the rights of indigenous peoples and local communities. Any use or transfer of land should be subject to the application of the principles of Free, Prior and Informed Consent.
- ◇ Uphold applicable local, regional, national and international animal welfare, laws and regulations.

## GOOD PRACTICES:

- ◇ Promote responsible environmental practices, enhancing awareness among ELC Supplier's employees and the communities in which it operates.
- ◇ Train all workers, supervisors and management on environmental policy and procedures.
- ◇ Establish, monitor and report on environmental targets to (a) reduce waste and achieve zero waste to landfill, (b) reduce water consumption, (c) use renewable energy including wind, solar and hydro, (d) reduce greenhouse gases (GHG) emissions, (e) achieve zero deforestation and (f) conserve biodiversity and natural resources.

## BEST PRACTICES:

- ◇ Quantify indirect (Scope 3) emissions associated with ELC Supplier's value chain.
- ◇ Publicly report sustainability metrics that are material to ELC Supplier, preferably in accordance with the Global Reporting Initiative (GRI).
- ◇ Respond to third party sustainability disclosures, such as the CDP Climate Change, Forests and Water Security questionnaires.
- ◇ Establish an Environmental Management Systems according to ISO 14001 Standard.
- ◇ Establish an Energy Management Systems according to ISO 50001 Standard.
- ◇ Set stringent GHG emissions targets that address value chain emissions such as **Science Based Targets**.
- ◇ Strive to play a positive role in the sustainable development of the communities in which ELC Supplier operates, building or supporting social or environmental programs and initiatives, respecting their rights, diversity, heritage and local cultures.
- ◇ Conduct periodic reviews of environmental management system and sustainability practices and address any changes/enhancements needed to ensure environmental targets are met.
- ◇ Establish worker awareness programs to promote resource conservation practices internally and externally.

# RESOURCES

1. [Universal Declaration of Human Rights](#)
2. [The International Labour Organization's Fundamental Conventions](#)
3. [OECD Guidelines for Multinational Enterprises](#)
4. [United Nations Convention Against Corruption](#)
5. [Convention on International Trade in Endangered Species of Wild Fauna and Flora \(CITES\)](#)
6. [International Union for Conservation of Nature \(IUCN\) Red List of Threatened Species™](#)
7. [World Organization for Animal Health \(OIE\) Standards](#)
8. United Nations Conference on Trade and Development (UNCTAD) BioTrade Initiative. [BioTrade Principles and Criteria](#)
9. [ELC's Code of Conduct 2019](#)
10. [ISO 14001 Environmental Management Standards](#)
11. [OSHAS 18001 \(ISO45001\) Occupational Health & Safety Management Standards](#)
12. [ISO 50001 Energy Management Standards](#)
13. [International Labor Organization's Improving the Safety and Health of Young Workers](#)