



Graphic CSR code

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10 principles

Graphic CSR Code

More and more graphic services are produced and traded globally. At the same time, there is an increasing interest in the social, environmental and working conditions under which these services are produced.

The conditions are internationally known as Corporate Social Responsibility (CSR).

In order to strengthen the graphic companies plus their suppliers and customers, GRAKOM and HK/Privat have prepared this graphic CSR code. The code will help define the framework for a standard and practice concerning social responsibility for the production of graphic products and services in both Denmark and abroad.

The code is designed to reflect both the employee's and the employer's overall attitude and approach to the corporate responsibility of graphic companies. It can be used by printing companies as a vision and objective for their own work with corporate responsibility.

CSR should be seen throughout the graphic value chain from prepress and graphic design via printing through to finishing and distribution. Therefore, the graphic CSR code is also intended as a help to the graphic companies and customers who have visions and objectives to accept a corporate responsibility in their work and consumption.

The graphic CSR code reflects the demands that the customers of graphic products reasonably can stipulate for a supplier, no matter where in the world you trade.

GRAKOM and HK/Privat have compiled a guide as a help for working with the code. It consists of a check and assessment form that buyers of graphic products and services can use when they trade and cooperate with graphic companies worldwide.

Introduction and accession

For graphic companies that want to accede to this code, an accession declaration will be signed and published on the company's website or communicated otherwise.

An accession of the code will mean that, at all times, the company must be able to document, how and to what extent they must comply with the code.

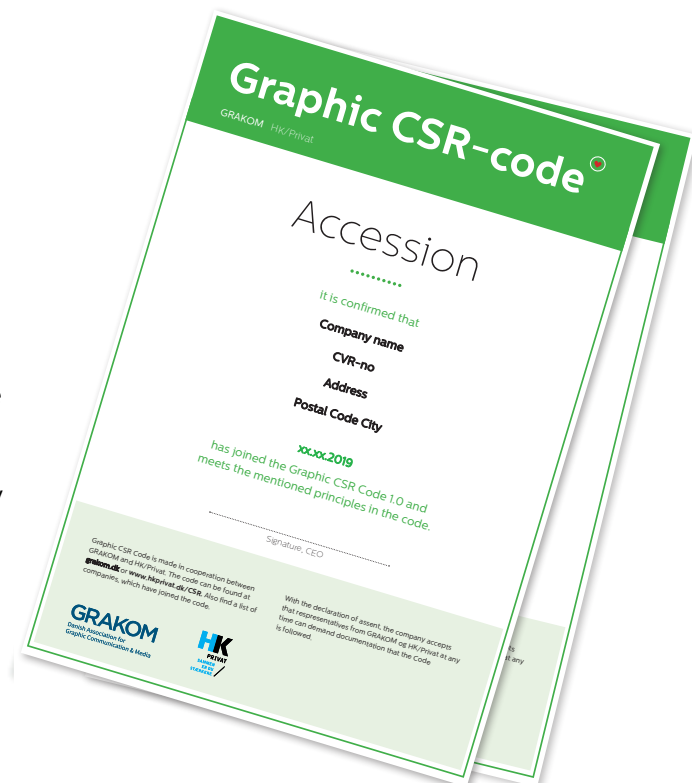
The supplier undertakes to respect the rights of the individual – including human rights, cf. the UN endorsed human rights treaties. The complete list can be found at grakom.dk or www.hkprivat.dk/CSR.

In this code, the word “supplier” is used as an expression for the company with which you trade directly.

There will be times when a supplier cannot meet a particular convention or parts of it due to the national policy and legislation in the supplier's country. However, it will be acceptable to trade with the supplier, as long as they comply with the graphic CSR code.

The supplier must guarantee that they comply with all existing national laws at all times. For suppliers in EU countries this also means relevant EU legislation.

The following minimum demands must be met by the supplier in accordance with the UN Global Compact's 10 principles. (www.unglobalcompact.org).





- 1. Businesses should support and respect the protection of internationally proclaimed human rights; and*
- 2. make sure that they are not complicit in human rights abuses.*

UN Global Compact – 10 principles

Principle 1-2: Humans rights

Human rights in the production country

With regard to national and societal customs, the supplier must not get involved in any violation of human rights in the production country.

This *also includes* violation referring to national laws, religious and cultural practice.

Harassment and punishment

The supplier must treat all employees with respect and dignity. The supplier must refrain from corporal punishment of employees, threats of violence, sexual and psychological harassment, bullying, abusive behaviour and verbal scold.

The supplier must draw up policies and prevention steps to protect employees from harassment and punishment.

Protection of privacy

The supplier must respect the employees' privacy, both in terms of collection of personal information and surveillance of the workplace.

Collection and registration of person confidential information should be minimal, and it must be ensured that only information with a legal basis in internal legislation is registered.

Personal information must be stored in a safe and responsible manner and only persons with appropriate errand must have access to this information.

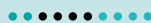
The employees must be informed if there is surveillance of the workplace. The supplier must inform the employees about the type of information that is stored, for how long and for what purpose. Employees must have access to view the data.

How to complain and make sanctions

The supplier must be open to a complaint from employees, and have procedures in place for handling and settling complaints.

Employees must be able to lodge complaints without the risk of threats of reprisals. The supplier must cooperate with the relevant employee representatives/trade unions on the establishment of procedures for complaining. The procedure should apply to all, be transparent, and employees must be briefed about this.

Complaints must be followed up by research and reporting and must not result in discrimination of complaints cf. principle 6.



3. *Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;*
4. *the elimination of all forms of forced and compulsory labour;*
5. *the effective abolition of child labour; and*
6. *the elimination of discrimination in respect of employment and occupation.*

Principle 3-6:

Labour rights

Freedom of association and collective bargaining

In this code, organisations are defined as an organisation of employees with the aim of promoting and protecting the interests of the employees.

The supplier must recognise the right of the employees to join unions of their own choice without prior authorisation. However, the national legislation in the production country must be taken into consideration.

The supplier recognises the right that organisations negotiate wages and working conditions collectively on behalf of their members. If the national legislation does not allow the organisation of independent trade unions, the supplier must allow the employees to form organisations consisting of representatives of the employees who can discuss issues related to work.

Working environment

A safe and healthy working environment is a human right.

The supplier must ensure that the working environment is of such a standard in relation

to the technical progress that the employees are not exposed to conditions or risks that can affect their health in the short or long term. This regards both occupational diseases and accidents at work.

The supplier must secure that a system is in place that supervises the working environment and continuously works to improve the working environment conditions in accordance with the objectives set. In practice this means:

Working environment – cooperation

- that the elected representatives of the employees are involved in this work
- that safety committees are established in areas with more than nine employees
- that all involved get the necessary education and training
- that workers receive adequate instruction in the work including working environment risks
- that audits (external/internal) are made at least once a year, where the employees get the opportunity to comment on their working environment
- that objectives are followed up (in relation to audits).



← Principle 3-6: Labour rights

Working environment – chemicals

- that the least hazardous chemical substances and products are used in connection with printing operations, e.g. through substitution of dangerous substances and products which are less hazardous or non-hazardous. This could be inks, adhesives, and chemicals for washing and cleaning of machines/rollers
- that there is adequate ventilation in both the working area and at working processes with a risk of inhalation of vapours, dust, etc.
- that precautions against inhalation of vapours, dust, etc. are taken
- that the employees through datasheets know the chemicals they work with, and know where first aid is located and that personal protective equipment is issued and stored
- that appropriate personal protective equipment is used, where there is no extraction of dangerous substances. The equipment is paid for by the employer.

Accidents and machine protection

- that graphic machines are provided with effective protection measures such as guards, screens, switches, emergency stop, etc.
- that the protective functions are supervised
- the machines undergo inspection and maintenance at appropriate time intervals
- that the employees wear shoes to protect against foot injuries, when necessary
- that accidents are recorded and investigated in order to prevent further accidents
- that a sufficient number of people have undergone training in first aid.

Noise

- that the employees are not exposed to noise that can damage their hearing. There must be reducing measures, where it is easy to establish. At a minimum, the employees must wear proper hearing protection, which is provided by the employer.

Ergonomics and work operations

- that the working area is designed to avoid poor working postures and movements in the best way
- that there is furniture and equipment e.g. in the form of lifting equipment available to help eliminate heavy lifting and poor postures/movements.

Indoor climate

- that there must be a clean and comfortable indoor climate/temperature in the working area. This is achieved through cleaning, good lighting, and if necessary through mechanical ventilation and other heat control.

Welfare measures

- that there is clean and adequate washing and toilet facilities separate for both sexes.

Pregnant women

- that pregnant women should be protected from working with chemical products that are considered a risk for foetal defects and against the heavy lifting and other loads that can cause miscarriage or premature birth.

Forced labour

The supplier undertakes to refrain from making use of any form of forced or compulsory labour:

- As a means of maintaining discipline
- As a punishment for having participated in strikes
- As a means of discrimination on grounds of race, social status, nationality, or religion.

Child labour

The supplier undertakes to denounce the use of any form of child labour. The minimum age for employment must not be less than the age of compulsory schooling and under no circumstances less than 15 years. This applies regardless of whether the laws of the production country allow lower employment age.

However, in countries with insufficiently developed economy and educational facilities, persons with a minimum age of 14 year can be employed in a transitional period after consultation with interested employers and employees' organisations.

The supplier undertakes to register and document that no employees are violating the rules of child labour. The record must contain at least the name, age, or date of birth for all persons less than 18 years.

Discrimination

Discrimination is defined as:

- Any distinction, exclusion or discrimination based on race, colour, age, sex, marital status, sexual orientation, language, religion, mental or physical disability, health status, political opinion, national, or social origin
- Any other distinction, exclusion or discrimination as a result of nullifying or impairing equality based on union membership or after consultation with representatives for employee associations/representatives.

It is not considered discrimination, if the distinction, exclusion, or discrimination is due to specific qualifications for employment.

The supplier undertakes not to exercise direct or indirect discrimination in recruitment or to have discriminatory hiring policies, e.g. about salary, working conditions, fringe benefits, pension, possibility of advancement, etc.

All staff must at least receive what corresponds to the country's set minimum pay.

In accordance with national practices, the supplier undertakes to create and pursue a policy that aims at promoting equality and eliminate discrimination. It also includes the ability to recruit people from vulnerable groups.



- 7. Businesses should support a precautionary approach to environmental challenges;*
- 8. undertake initiatives to promote greater environmental responsibility; and*
- 9. encourage the development and diffusion of environmentally friendly technologies.*

Principle 7-9: Environment

The supplier undertakes to regularly develop and maintain the production processes and systems for managing and preventing the special environmental conditions. It can be in connection with paper, printing plates, chemicals and energy issues/consumption.

The supplier's environmental work and communication with the public must be based on dialogue. This means that regular dialogue is expected to take place with neighbours, civil society organisations, and others with an interest in environmental activities. This should be done through information that clearly reflects the essential environmental aspects associated with graphic production.

Environment – data and information

Some of the key environmental issues in graphic production are associated with paper, printing plates, and ink plus the origin of paper fibres, where this is particularly relevant. Paper production is more and more based on paper fibres from several continents, where the risk of illegal logging remains high, and therefore the supplier must undertake to ensure that these data are recorded and at any time be able to deliver the data to customers and other stakeholders.

Environment – climate

Another important environmental parameter in the production of printed matter is the energy consumption and with that the climate impact. As far as possible, the supplier undertakes to

provide information on how production affects the environment and take this into account.

For instance, it can be done by choosing a paper quality that is manufactured with a lower CO₂ emission than similar papers on the market. Such choices can reduce the total climate impact of the printed matter by up to 75 per cent.

Environment – recycling

The supplier must reduce, reuse and recycle waste as widely as possible.

Environment – chemicals

The supplier must maintain a continuous risk assessment of the materials, products, and processes and at all times be able to document and provide information about this. Banned chemicals must not be used.

There must be proper storage, handling and disposal of chemicals and other hazardous substances. In addition, the supplier must take all the necessary measures to ensure that they are replaced with less harmful chemicals and substances where possible.

Environment – water and VOCs (volatile organic compounds)

The supplier undertakes to reduce the discharge of waste water and VOC emissions as much as possible and to use the cleanest technology wherever possible.



10. *Businesses should work against corruption in all its forms, including extortion and bribery.*

UN Global Compact – 10 principles



Principle 10: Anti corruption

Bribery is not acceptable in any form, whether it is private/public, direct/indirect, active/passive corruption. Corruption distorts competition and prevents markets from functioning efficiently and can be considered an additional tax on investment and trade.

Bribery is defined as a payment that is intended to get someone to do something that is dishonest, illegal or against his duties with the purpose of obtaining an undue advantage.

Facilitation payments are defined as encouraging public officials to perform their tasks such as issuing licenses and permits.

The supplier must actively work against the use of facilitation payments. It may in some cases be accepted, if it is customary in the country to receive such payments, and all other options must be exhausted.

At the same time, the supplier must inform the customer/the company management about the use of facilitation payments.

In addition, the supplier undertakes to introduce systems that effectively control the economic activities. All persons concerned in the supplying company must be informed of the company's code of conduct in connection with corruption and the consequences of violations.

Gifts

Gifts should never be given or received in secrecy. It is not allowed to give or receive gifts of money or securities.

Gifts must not be given that are so great that the receiver will not be able to provide a corresponding gift.

Never give gifts in connection with offers, offer evaluation, or contract negotiations. It is not allowed to accept gifts that are clearly intended to influence a decision, including the purchase of goods below market price.

Control and documentation

Subcontractors

By using subcontractors, it is expected that they undertake to comply with the graphic CSR code in writing.

Control and documentation

The supplier must be willing to accept unannounced inspections conducted by both the customer and a third party. All wanted documentation cf. this code must be submitted on request.

Internal audit

As a minimum, an internal audit must be conducted once a year at the supplier, and the result of this must be available on request.

Consequences of violation

If a supplier violates one or more provisions of the code, an action plan with a timetable for how the offense can be stopped must be put in place immediately. If the offense or offenses are not stopped after repeated warnings, the cooperation with the supplier can be terminated without further notice.

The code is regularly updated, ensuring alignment with the development of the UN Global Compact principles.



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The code is regularly updated, and an adjustment to the development in UN Global Compact's principles is ensured

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GRAKOM is a trade and employer's association covering the main part of the Danish graphic sector.

HK is one of the largest trade union federations in Denmark with more than 300,000 members. HK/Privat represents employees working within the graphic sector.

Graphic CSR Code version 1.0
is compiled in cooperation
between GRAKOM and HK/Privat.

More information:
grakom.dk and **www.hkprivat.dk/CSR**