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# Labour and Human Rights Policy

With operations in Asia, Europe, and North America, the Tri-Wall Group is a global network of companies dedicated to offering innovative and cost-effective packaging solutions. Tri-Wall is known for its triple wall construction which creates a higher compression strength than wood packaging of equivalent size. It is approved by US Federal shipping regulations and the only corrugated product with a globally recognized brand name.

It is our mission to be fair, transparent and ethical in dealing with customers, suppliers, partners and communities. Not only are high-quality standards part of our daily business, but our aim is also to develop product and service offerings that are ahead of the competition.

This Policy aims to outline our objectives and targets and to define roles and responsibilities to ensure social sustainability across our business operations. Due to the nature of our business, we deem the following topics to be especially relevant for our business context:

## Working conditions for our employees

As per the guidelines of the International Labor Organization (ILO), our employees at Tri-Wall usually work 40 hours and not more than 60 hours per week, including overtime. We provide them with additional leave beyond standard vacation days. Moreover, our remuneration process (e.g. salary grid, the procedure for salary advancement) is transparent and communicated to our employees. By introducing preventive health care, we want to create a healthy and safe environment for our employees.

Targets:

- To increase the coverage of health check rate to 85% by 2025.

## Workplace Health and Safety

We attach great importance to the health and safety of our employees and subcontractors. Therefore, we undertake to comply with all applicable industry safety regulations fully. We continuously strive to reach and adhere to the highest health and safety standards through regular training, on-site audits and risk assessments. Additionally, we provide our employees with protective work clothing and equipment as well as with health and safety emergency procedures.

Targets:

- to increase the coverage of employees trained on health & safety issues to 100% by 2025;
- to reduce the number of days lost due to injuries by 50% by 2025.



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## Freedom of association

In addition to regular works council meetings, all employees at Tri-Wall can join collective bargaining. With the opportunity of freedom of association, we show our appreciation to our employees. We make collective agreements on working conditions and health and safety, which are negotiated with the local unions, available for our employees.

### Targets:

- to increase the share of employees reached through interactive communication sessions to 100% by 2025.

## Career development

Our highest priority is to support the personal talent development of all our employees. We aim to attract new talent but also refine our current workforce by providing annual assessments of individual performance. Furthermore, we offer skill development training for our employees.

### Targets:

- to increase the share of employees receiving a general training plan to 100% by 2025;
- to increase the share of employees receiving a skill development training plan to 70% by 2025.

## Human Rights

At Tri-Wall we honour human rights and strive to create an atmosphere of respect and tolerance amongst our Employees. We respect our employees' security, property, privacy, civil, political, social and cultural rights. Therefore, we prohibit harassment, moral and physical violence and inhumane or degrading treatment.

By prevention of child labour which adversely affects a child's growth, we honour a child's dignity and childhood and want them to grow up without mental disorders, social incompetence or any physical impairments. Furthermore, we prevent any form of forced labour which is defined as work performed under duress or involuntarily.

We do not tolerate workplace violence. This includes bullying as well as threats, assault and homicide.

In order to avoid discrimination which means any form of exclusion, or preferential treatment, we have established a Code of Conduct, a whistleblower mechanism and awareness training on diversity and discrimination. Illegitimate grounds such as ethnic or social origin, caste, religion, gender, age, race, colour, nationality, language, disability, pregnancy, personal relationships or health status must not affect the equal treatment of employees.

### Targets:

- to increase the share of employees trained on child labour, slavery and human trafficking to 100% by 2025;
- maintain the current annual level of 0 incidents regarding discrimination



### Scope of application

This Policy applies to all employees, suppliers, subcontractors, agents and consultants working with or for Tri-Wall.

### Review Mechanism

This Policy is reviewed annually by Mr. Yosuke Tsuge(Group CAO) and adapted if necessary.

### Roles and Responsibilities

All employees are to have read and acknowledged this policy by signing the acknowledgement document. (see Appendix A). Management is responsible for making this policy available to all employees and for providing the necessary training for actions set out in this policy.

### Sanctions

The management requests that everyone must report any incidents according to our speak-up procedure to [management@tri-wall.com.hk](mailto:management@tri-wall.com.hk). The alleged incident will be investigated immediately, and upon confirmation of a breach of any of the rules mentioned above, sanctions may apply. In severe cases, this may lead to the termination of the work contract. Whistleblowers are granted full anonymity and immunity.

Hong Kong, 10<sup>th</sup> Aug 2022

Yuji Suzuki

(CEO of Tri-Wall Group)

Appendix A TWL members signatures.

Name	First name	Date	Signature



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Name	First name	Date	Signature