

TRAJNOSTNE  
SMERNICE ZA  
DOBAVITELJE  
(ESG, CSR)

SUSTAINABILITY  
GUIDELINES FOR  
SUPPLIERS  
(ESG, CSR)

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### 1 UVOD

Te TOMPLAST "Trajnostne smernice za dobavitelje" podarjajo vlogo dobaviteljev kot ključnih partnerjev v naši zadevni politiki družbene odgovornosti podjetja (CSR) in trajnostnim politikam.

Neposredno prispevate k naši okoljski uspešnosti, in družbeno socialnih izzivih, izzivih naše dobavne verige, a tudi glavni akterji pri preobrazbi avtomobilske industrije in družbe.

Poleg skladnosti z razvijajočim se regulativnim in normativnim okvirom, ki izvajalce žene k izvajanju in poročanju o skrbnem pregledu v svoji dobavni verigi, je namen tega dokumenta povzeti naša pričakovanja do dobaviteljev in izvajalcev storitve ter okrepiti našo zavezanost k izboljšanju pozitivnega vpliva na okolje, delovnih pogojev, zdravja in varnosti ter poslovne etike ter s tem tudi zmanjšanje ali omejitev negativnega vpliva.

Na vas, naše dobavitelje naslavljamo in prosimo, da nas spremljate v tem procesu tako, da se zavezete tem smernicam in jih povežete v svojih poslovnih procesih, prizadevamo si za napredek izven našega neposrednega vpliva.

S temi »Trajnostnimi Smernicami za dobavitelje (ESG)« za dobavitelje, želimo zagotoviti, da ste vi, naši dobavitelji, zavezani našim osnovnim načelom družbene odgovornosti podjetij (CSR) in še naprej krepite svoje sisteme upravljanja družbene odgovornosti podjetja.

Spodbujamo vas tudi, da področja, zajeta v teh smernicah, promovirate in spodbujate prek lastne dobavne verige, da izboljšate upravljanje družbene odgovornosti podjetij in uspešnost v celotni dobavni verigi.

**Dobavitelj se obvezuje, da bo svojim dobaviteljem posredoval podobne zahteve.**

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### 1 INTRODUCTION

These TOMPLAST "Sustainability guidelines for Suppliers" underline the role of suppliers as key partners in our respective Corporate Social Responsibility (CSR) policy and sustainability politics.

You are direct contributors to our environmental and our societal challenges contribution, chain performance challenges, but also major players in the transformation of the automobile industry and society.

Over and above compliance with the evolving regulatory and normative framework that is driving contractors to carry out and report on due diligence in their supply chain, this document summarizes our expectations to our suppliers and service providers with respect to our environment impact, working conditions, health and safety, business ethics to reinforce our commitment to improve the positive impact to environment and society as well as reducing or limiting the negative impact.

Insofar as we are asking you, our suppliers, to accompany us in this process by committing on these guidelines and relay them in your own business relationships, we are striving for progress beyond our direct sphere of influence.

Through these "Sustainability guidelines for Suppliers", we want to ensure that you, our suppliers, are committing to our basic CSR principles and keep strengthening your CSR management systems.

We also encourage you to cascade and promote the areas covered in these guidelines through your own supply chain to improve the CSR management and performance throughout the entire supply chain.

**The supplier undertakes to forward similar requests to its suppliers.**

## 2 TRAJNOSTNE SMERNICE

Namen teh smernic je deliti z našimi dobavitelji trajnost TOMPLAST in pridobiti njihovo zavezanost k uporabi teh smernic ESR prek lastnega upravljanja družbene odgovornosti podjetij (CSR), ciljev ESR in sistema upravljanja.

Izbrali smo **29** specifičnih postavk s **šestih** področij, kjer so pričakovanja glede uspešnosti dobaviteljev v avtomobilski industriji še posebej visoka.

## 3 TRAJNOSTNA PODROČJA IN ELEMENTI

### 3.1 Okolje (E)

#### Ravnanje z okoljem

Upošteвайте veljavne zakone in standarde in poskušajte predvideti spremembe ali trende v zakonodaji v vsaki državi ali regiji.

Zgradite in nenehno upravljajte ter izboljšujte sistem upravljanja celotnega podjetja za izvajanje širokega spektra okoljskih dejavnosti.

#### Zmanjševanje toplogrednih plinov (CO<sub>2</sub>)

Upošteвайте veljavne zakone in poskušajte predvideti spremembe ali trende v zakonodaji v vsaki državi ali regiji.

Zahteva se izračun nastalih plinov za obsege 1,2 ter kolikor je možno 3 in nastavitev internih ciljev glede znižanja toplogrednih plinov. Na zahtevo se razkrije.

Upravljajte emisije toplogrednih plinov iz poslovnih dejavnosti in si prizadevajte za zmanjšanje.

Prizadevajte si za optimizacijo porabe energije, surovin in embalaže.

Na zahtevo dobavitelj pošlje rezultate ocene toplogrednih plinov in ustrezne ukrepe za zmanjšanje.

#### Upravljanje z vodo

Potrebno je ohraniti vodne vire ter vključiti upravljanje vodne bilance v poslovni načrt. To zajema tudi merjenje porabe in kakovosti vode. Izdelana mora biti ocena tveganj vpliva poplav.

#### Preprečevanje onesnaževanja zraka, vode, tal in emisij hrupa

Upošteвайте veljavne zakone in poskušajte predvideti spremembe ali trende v zakonodaji v vsaki državi ali regiji delovanja v zvezi s preprečevanjem onesnaževanja zraka, vode in tal.

Preprečite onesnaženje z nenehnim spremljanjem in zmanjševanjem onesnaževal.

## 2 SUSTAINABILITY GUIDELINES

These Guidelines aim to share with our suppliers the TOMPLAST sustainability and to get their commitment to apply these ESR Guidelines through their own Corporate Social Responsibility governance (CSR), ESR objectives and management system.

We have selected **29** specific items from **six** areas where expectations on supplier performance are especially high in the automobile industry.

## 3 SUSTAIN AREAS AND ITEMS

### 3.1 Environment (E)

#### Environmental management

Comply with current laws and standards and try to anticipate changes or trends in law in each country or region.

Build and continuously operate and improve company-wide management scheme for pursuing a wide range of environmental activities.

#### Reducing greenhouse gas emissions (GHG)

Comply with current laws and try to anticipate changes or trends in law in each country or region.

It is required to evaluate gas emissions for scopes 1, 2 and where possible 3 and set up of internal GHG targets. On request need to be disclosed.

Manage greenhouse gas emissions from business activities and pursue reduction efforts.

Strive to optimize energy, raw materials, & packaging consumptions.

Upon request supplier send result of GHG assessment and relevant action for reduction.

#### Water management

It is necessary to preserve water resources and include the management of the water balance in the business plan. This also includes measures & monitoring of water consumption and quality. A flood impact risk assessment must be made.

#### Preventing air, water, soil pollution and noise emissions

Comply with current laws and try to anticipate changes or trends in law in each country or region of operation regarding the prevention of air, water, and soil pollution.

Prevent pollution by undertaking continuous monitoring and reduction of pollutants

## Varčevanje z viri in zmanjšanje odpadkov

Upoštevajte zakone vsake države in regije glede vzdržnega pridobivanja surovin pravilnega odlaganja, recikliranja in ponovne rabe izdelkov in odpadkov.

Z učinkovito uporabo virov si prizadevajte zmanjšati porabo surovin vode in količino končnih odpadkov.

**Dobavitelj izvaja ukrepe za uporabo obnovljivih virov energije kjer je le mogoče.**

## Ravnanje s kemičnimi substancami (ECHA)

Upoštevajte veljavne zakone in poskušajte predvideti spremembe ali trende v zakonodaji v vsaki državi ali regiji.

Določite in varno ravnajte s kemičnimi snovmi, ki lahko onesnažijo okolje, predstavljajo tveganje za zaposlene ali potnike v vozilu.

V izdelke ne vključujte kemičnih snovi, ki jih zakoni posamezne države in regije prepovedujejo, in v proizvodnih procesih ne uporabljajte prepovedanih kemičnih snovi.

Zabeležite in poročajte ustreznim organom o količinah emisij kemičnih snovi, ki jih določajo zakoni vsake države in regije.

**Potrebno je nominirati odgovorno osebo za upravljanje s kemičnimi substancami kot narekuje zakonodaja.**

## Ohranjanje ekosistema

Bodite pozorni na vpliv dejavnosti podjetja in proizvodnje delov, vključno s pridobivanjem surovin, na ekosistem.

**Podjetje se skladno s posameznimi politikami zavezuje, da upošteva zakonske standarde kar zadeva posege v zemljišča, gozdove, vode in nikakor ne izvaja kakršnihkoli prisilnih izselitev na sosednjih in lokalnih zemljiščih.**

## 3.2 Človekove pravice in delo (S)

Organizacija mora imeti definirana pravila glede človekovih pravic in področja dela. To je lahko ustrezna politika ali interne procedure.

Zahtevane so naslednje vsebine; **diskriminacija, spoštovanje človekovih pravic vključujoč manjšine, prepoved otroškega dela, prepoved prisilnega dela, pravice žensk, sprejemanje različnosti, prejemki, delovne ure, dialog z zaposlenimi, zagotavljanje varnega in zdravju ustreznega okolja ter politike za etično zaposlovanje, svoboda združevanja in kolektivnega pogajanja, politika proti korupciji in pranju denarja, poštena konkurenca in zaupanje in navskrižje interesov.**

Večina organizacij pa to področje opredeli v "Kodeksu ravnanja" (CoC), zato vas pozivamo, da ta dokument delite z nami ali pošljete dokazilo o takem dokumentu.

## Saving resources and reducing waste

Comply with the laws of each country and region regarding sustainable raw materials extraction, proper disposal, recycling and reuse of products and waste. Strive to reduce water consumption as well as the amount of final waste disposal by using resources effectively.

**The supplier implements measures to use renewable energy sources wherever possible.**

## Managing chemical substances (ECHA)

Comply with current laws and try to anticipate changes or trends in law in each country or region.

Specify and safely manage chemical substances that have the potential to pollute the environment, present risks for employees or vehicle occupants.

Do not include chemical substances prohibited by the laws of each country and region in products or use prohibited chemical substances in manufacturing processes.

Record and report to the relevant authorities the amounts of emissions of chemical substances designated by the laws of each country and region.

**It is necessary to nominate a person responsible for the management of chemical substances as required by law.**

## Ecosystem conservation

Exercise care regarding the impact of corporate activity and parts production, including raw material acquisition on the ecosystem.

**In accordance with individual policies, the company undertakes to comply with legal standards regarding encroachments on land, forests, and water and not to carry out any forced evictions on neighbouring and local lands.**

## 3.2 Human Rights and Labor (S)

The organization must have defined rules regarding human rights and the field of work. This could be a relevant policy or internal procedures.

When for example; **discrimination, respecting human rights including minorities and indigenous, prohibiting child labor, prohibiting forced labor, women's rights, diversity/equity, remuneration, working hours, dialogue with employees, ensuring a safe and healthy environment** and for ethical recruiting, freedom of association and collective bargaining, rights of minorities and indigenous peoples, anti-corruption and anti-money laundering policy, fair competition and anti-trust policy, conflicts of interest.

However, most organizations define this area in a "Code of Conduct" (CoC), so we encourage you to

share this document with us or send proof of such a document.

### 3.3 Upravljavski dejavniki (G)

#### 3.3.1 Skladnost

##### Skladnost z zakonodajo

Upoštevajte zakone v vseh državah in regijah. Vzpostavite in uporabite politike, strategije, kodekse ravnanja, sisteme poročanja, programe usposabljanja in vsa druga sredstva, ki so potrebna za zagotovitev temeljite skladnosti v celotnem podjetju.

##### Upravljanje in varovanje osebnih in zaupnih podatkov

Pridobite osebne in/ali zaupne podatke o strankah, tretjih osebah in zaposlenih samo na zakonite načine. Strogo nadzorujte in varujte te podatke ter jih uporabljajte le v ustreznem obsegu in v skladu z zakoni vseh držav in regij.

##### Upravljanje izvoza in gospodarskih sankcij

Izvedite ustrezne postopke in upravljanje izvoza tehnologij in blaga, ki ga omejujejo zakoni in predpisi vseh držav in regij ter ustrezen nadzor za morebitne gospodarske sankcije. Postopek mora tudi obravnavati opredelitev proti ponarejenimi deli.

##### Zaščita intelektualne lastnine

Zaščitite pravice intelektualne lastnine, ki so v lasti vašega podjetja ali so povezane z njim. Ne pridobivajte intelektualne lastnine tretjih oseb na nezakonit način in je ne uporabljajte nepravilno.

##### Odgovorni za nabavo mineralov

Od podjetij zahtevajte, da upoštevajo zakone v zvezi z odgovornim naročanjem mineralov in nadaljujejo s skrbnim pregledom konfliktnih mineralov in drugih mineralov, ki jih zajema prihajajoča uredba ECHA (npr. RoHS, Reach (CMRT, IMRT), SVHC, POP, ...).

##### Uporaba varnostnih služb

Organizacija se obvezuje, da ne bo nikoli uporabila lastnih ali javnih varnostnih služb za namene lastnih interesov ali v škodo lokalne javnosti.

#### 3.3.2 Varnost in kakovost

##### Zagotavljanje izdelkov in storitev, ki izpolnjujejo potrebe strank

Ugotovite potrebe strank za razvoj in zagotavljanje družbeno učinkovitih izdelkov, zlasti izdelkov, ki jih lahko preprosto uporabljajo vse naše stranke. Zagotovite izdelke, ki varčujejo z energijo, varčujejo z viri ali omejujejo njihov vpliv na okolje.

### 3.3 Governance (G)

#### 3.3.1 Compliance

##### Compliance with the laws

Comply with the laws in all countries and regions. Establish and deploy policies, strategies, codes of conduct, reporting systems, training programs and all other means necessary to ensure thorough, company-wide compliance.

##### Managing and safeguarding personal and confidential information

Obtain personal and/or confidential information about customers, third parties and employees only through legitimate methods.

Rigorously control and protect this information and use it only within the appropriate scope and in accordance with the laws of all countries and regions.

##### Managing export and economic sanctions

Undertake appropriate procedures and management of exports of technologies and goods restricted by the laws and regulations of all countries and regions, including procedures to manage possible economic sanctions.

##### Protecting intellectual property

Protect intellectual property rights owned by or affiliated with your own company.

Do not obtain third-party intellectual property by unlawful means nor make improper use of it.

##### Responsible procurement of minerals

Require businesses to comply with laws regarding responsible procurement of minerals and to proceed their due diligence for conflict minerals and for other minerals covered by upcoming ECHA regulation (ex. RoHS, Reach (CMRT, IMRT), SVHC, POP's, ...).

##### Use of private or public security forces

The organization undertakes to never use its own or public security services for purposes of its own interests or to the detriment of the local public.

#### 3.3.2 Safety and Quality

##### Providing products and services that meet customer needs

Identify customer needs to develop and provide socially effective products, in particular products that can be easily used by all our customers.

Provide products that save energy, save resources, or limit their environmental impact.

### Zagotavljanje varnosti izdelkov in storitev

Izdelovati in zagotavljati izdelke in storitve, ki izpolnjujejo ali presegajo varnostne zakone in predpise, ki jih določajo posamezne države in regije.

### Zagotavljanje kakovosti produktov in storitev

Vzpostavite in upravljajte mehanizme zagotavljanja kakovosti v celotnem podjetju.

#### 3.3.3 Gospodarska odgovornost

Gospodarska odgovornost je način, na katerega lahko korporacije ohranijo cilj maksimiranja dobička in vrednosti za delničarje, hkrati pa spoštujejo zgoraj navedene odgovornosti.

V kodeksu ravnanja je potrebno določiti pravila korektnega, poštenega delovanja in varnosti podatkov.

#### Razkritje informacij

Pravočasno in primerno razkrivanje informacij o finančnem stanju, rezultatih in poslovnih aktivnostih deležnikom.

Prizadevajte si ohraniti in razvijati medsebojno razumevanje in odnose zaupanja z deležniki z odprto in pošteno komunikacijo.

#### Zavezanost in ocenjevanje

##### Skladnost z ESG:

TOMPLAST od dobaviteljev zahteva in spodbuja oceno skladnosti z ESG, ki jo izvaja tretja oseba, kot je ECOVADIS, certificirana organizacija, ki je mednarodno priznana:

- Ocena ECOVADIS se izvede na ravni skupine dobaviteljev, da se zajamejo vse dejavnosti dobaviteljev.
- Pričakuje se, da bo ocena najmanj 45.

##### Ocena ESG tveganj

Postopek ocenjevanja potencialnih tveganj, povezanih z okoljskimi, družbenimi in upravljavskimi dejavniki, ki bi lahko vplivali na poslovanje podjetja je del sistema delovanja organizacije.

##### Trajnostno poročanje

Poročanje podjetij o njihovih trajnostnih praksah in dosežkih. To poročanje pogosto vključuje informacije o tem, kako podjetje upravlja ESG tveganja in priložnosti.

Dobavitelj se zavezuje, da bo pravočasno sledil rokom za poročanje CSRD (ESRS), ter da bo zagotovil pripravljenost na posamezne zahteve držav za izvoz.

## 4 ZAVEZA DOBAVITELJA

TOMPLAST naproša, da vsi dobavitelji, ki prejmejo ta dokument, izpolnijo obrazec »Zaveza dobavitelja«, podpisan s strani zakonitega zastopnika.

Dobavitelj se zaveda, da TOMPLAST spodbuja širjenje načel, ki so vključena v predhodno poslano smernice, v celotni lastni dobavni verigi.

### Ensuring safety of products and services

Produce and provide products and services that meet or exceed the safety laws and regulations set by each country and region.

### Ensuring quality of products and services

Establish and operate company-wide quality assurance mechanisms.

#### 3.3.3 Economic responsibility

Economic responsibility is how corporations can maintain a goal of maximizing profits and shareholder value while upholding the above responsibilities.

Supplier need to define in code of conduct (CoC) rules for fair, correct operation and data protection & security.

#### Information Disclosure

Disclose information on financial situation, results, and business activities to stakeholders in a timely and appropriate manner.

Strive to maintain and develop mutual understanding and relations of trust with stakeholders through open and fair communication.

#### Commitment, and assessment

##### ESG Compliance:

TOMPLAST ask and encourages suppliers an ESG compliance assessment conducted by the third party like ECOVADIS, certified organization recognized internationally:

- ECOVADIS evaluation shall be conducted at supplier's group level, to cover all suppliers' activities.
- Rating is expected at a minimum level of 45.

##### ESG Risk Assessment

The process of assessing potential risks associated with environmental, social and management factors that could affect the company's operations is part of the organization's operating system.

##### Sustainability reporting

Companies reporting on their sustainability practices and achievements. This reporting often includes information on how the company manages ESG risks and opportunities.

The supplier undertakes to follow CSRD (ESRS) reporting deadlines in a timely manner, and to ensure readiness for individual country requirements for export.

## 4 SUPPLIER COMMITMENT

TOMPLAST requests that all suppliers, receiving this document, submit the "Supplier Commitment" form signed by a legal representative.

The supplier recognizes that TOMPLAST encourages dissemination of the principles included in the present guidelines throughout his own supply chain.

Podpisan obrazec in skenirano kopijo vrnite na:

**Tomplast d.o.o.**

Trajnostni razvoj

Cesta na Gradec 5, 8233 Mirna, Slovenija

[viljem.crtalic@tomplast.si](mailto:viljem.crtalic@tomplast.si)

S podpisom spodnjega obrazca dobavitelj potrjuje, da je prebral in sprejel vse pogoje v zvezi z vsemi storitvami ali deli, ki jih naroči ali dostavi v TOMPLAST d.o.o.

Please return the signed form and scanned copy to:

**Tomplast d.o.o.**

Trajnostni razvoj

Cesta na Gradec 5, 8233 Mirna, Slovenija

[viljem.crtalic@tomplast.si](mailto:viljem.crtalic@tomplast.si)

By signing this form, the supplier acknowledges having read and accepted all the terms and conditions as regards all services or parts ordered by or delivered to TOMPLAST d.o.o.

**ZAVEZA DOBAVITELJA / SUPPLIER COMMITMENT**

COMPANY NAME: SUPPLIER ACCOUNT NUMBER(S): ADDRESS: SIGNATORY'S NAME: SIGNATORY'S FUNCTION: SIGNATORY'S EMAIL ADDRESS:	
DATE:	SIGNATURE / STAMP: