



Supplier Code of Conduct

Tapecon is committed to conducting business ethically, responsibly, and sustainably -with integrity, transparency, and respect for social and environmental standards. We expect the same commitment from our suppliers, contractors, and service providers (collectively referred to as “Suppliers”), who play a key role in upholding these values throughout our supply chain.

This Supplier Code of Conduct sets forth the minimum standards we expect in the areas of environmental responsibility, labour and human rights, ethics, responsible sourcing, and continuous improvement. It is aligned with globally recognized frameworks such as the UN Global Compact, ILO Conventions, OECD Guidelines, EcoVadis Sustainability Criteria, and relevant laws and regulations including REACH, RoHS, HAZMAT, EPA, and OSHA.

Suppliers providing materials, products, or services to Tapecon may also be required to execute the Supplier Quality, Sustainability, and Regulatory Requirements Agreement, which contains additional quality system, regulatory, operational, and procurement requirements.

The current revision of this Supplier Code of Conduct is maintained on Tapecon’s public website. Additional supplier-specific requirements may be communicated through contractual agreements, purchase orders, specifications, or the Supplier Quality, Sustainability, and Regulatory Requirements Agreement.

Environmental Responsibility

Suppliers are expected to:

Comply with all applicable environmental laws, regulations, and standards.

Identify and manage environmental risks associated with operations, products, and services.



Reduce greenhouse gas emissions, energy and water consumption, and waste generation.

Promote the use of environmentally friendly processes and materials where feasible, including:

FSC® or PEFC-certified paper and substrates

Low-VOC inks and adhesives

Recyclable or biodegradable materials

Avoid or minimize the use of hazardous substances and ensure proper management in line with REACH, RoHS, and similar regulations.

Provide Safety Data Sheets (SDS) and documentation for regulated substances upon request.

Support circular economy practices and continuous environmental improvements with measurable targets.

Track and reduce environmental impacts from production and logistics.

Human Rights & Labor Practices

Suppliers are expected to uphold human rights and treat workers with dignity and respect:

No Child Labor: Suppliers must not engage in or support child labor. Workers must meet the legal minimum working age or be at least 15 years old (whichever is higher), in accordance with ILO Conventions 138 and 182.

No Forced Labor or Human Trafficking: Suppliers shall not use forced, bonded, or indentured labor. Workers must be free to terminate their employment and retain control over their identification documents and wages.



Non-Discrimination: Employment decisions must be based on merit. Suppliers must not discriminate based on race, gender, religion, age, disability, sexual orientation, or any protected characteristic.

Harassment-Free Workplace: Suppliers shall provide a work environment free from harassment, abuse, and coercion—physical, verbal, or psychological.

Freedom of Association: Respect employees' legal rights to form, join, or not join worker organizations.

Working Hours & Compensation

Suppliers shall:

Maintain reasonable work hours in accordance with local laws.

Provide fair wages and benefits meeting or exceeding legal minimums.

Ensure timely payment and any legally required overtime premiums.

Health & Safety

Suppliers must:

Provide a safe and healthy work environment.

Protect workers from exposure to hazardous substances.

Maintain access to potable water, clean sanitation, and emergency procedures.

Ethics and Business Integrity



Suppliers must conduct business ethically and in compliance with applicable laws.

Anti-Corruption

Bribery, extortion, and embezzlement are strictly prohibited.

Suppliers must:

Not offer or accept bribes or improper advantages.

Comply with anti-corruption laws such as the U.S. FCPA and UK Bribery Act.

Report any unethical conduct by Tapecon employees or public officials.

Conflicts of Interest

Suppliers must disclose any relationships with Tapecon employees that may create conflicts, such as family ties, personal connections, or outside interests.

Confidentiality & Data Protection

Suppliers shall protect Tapecon Confidential Information, Controlled Unclassified Information (CUI), technical data, intellectual property, customer information, export-controlled information, Federal Contract Information (FCI), and other regulated information using appropriate administrative, physical, and technical safeguards. Access shall be limited to authorized personnel with a legitimate business need, and information shall be protected during storage, processing, transmission, and disposal.

Cybersecurity and Regulated Information Protection

Suppliers that receive, process, store, transmit, or have access to Tapecon CUI, FCI, export-controlled information, customer-regulated information, or



systems supporting Tapecon products or services shall maintain security controls appropriate to the sensitivity of the information and the risk of the supplier relationship. Where contractually required, suppliers shall maintain controls consistent with CMMC Level 2 and NIST SP 800-171, including applicable flowdown obligations to subcontractors that handle the same information.

Suppliers shall establish and agree to information security requirements within supplier agreements based on the type of service provided, the information accessed, and the level of risk to Tapecon. These requirements support ISO 27001 supplier relationship expectations, including supplier risk management, contractual security obligations, ongoing monitoring, and secure termination or transition of services.

Suppliers shall notify Tapecon within 72 hours of discovery of any cybersecurity incident, breach, ransomware event, unauthorized access, suspected compromise, data disclosure, or other event that could impact Tapecon information, systems, products, services, customers, or regulatory obligations.

Suppliers shall implement access controls based on least privilege and business need. User access shall be periodically reviewed and removed when no longer required. Multifactor authentication shall be used for remote access, privileged accounts, and access to systems containing Tapecon information where technically feasible.

Suppliers shall ensure subcontractors, processors, cloud providers, consultants, and other third parties with access to Tapecon information are contractually bound to equivalent confidentiality, information security, incident reporting, regulated-information protection, and data return or destruction requirements.

Suppliers shall maintain processes for identifying, assessing, and remediating known security vulnerabilities in a timely manner, and shall maintain business continuity and disaster recovery plans appropriate to the products or services supplied to Tapecon.



Upon expiration or termination of the business relationship, suppliers shall securely return or destroy Tapecon information unless retention is required by applicable law or contract. Personnel with access to Tapecon information shall receive periodic cybersecurity and information protection awareness training.

Suppliers shall protect export-controlled information in accordance with applicable ITAR and EAR requirements and restrict access to authorized persons only. Tapecon may assess supplier information security controls through questionnaires, evidence reviews, certifications, independent audit reports, or mutually agreed assessments when suppliers have access to Tapecon confidential, regulated, or controlled information.

Accurate Records

Maintain transparent and accurate business records.

Fair Competition

Suppliers must not engage in price fixing, bid rigging, or other anticompetitive conduct.

Whistleblower Protection

Suppliers shall provide mechanisms for reporting ethical concerns without fear of retaliation.

Responsible Sourcing and Due Diligence

Suppliers must exercise due diligence to ensure that their own supply chains are free from human rights abuses, environmental violations, and illegal sourcing.



Avoid sourcing conflict minerals (e.g., tin, tantalum, tungsten, gold) unless in compliance with Section 1502 of the Dodd-Frank Act.

Source timber, paper, palm oil, and other raw materials from legal, traceable, and sustainable sources (e.g., FSC-certified).

Provide documentation and certifications (e.g., Dodd-Frank, REACH, RoHS, FSC, PEFC) upon request.

Participate in sustainability assessments and corrective action programs as requested.

Diversity, Inclusion, and Fair Treatment

Suppliers shall:

Provide equal opportunity and fair treatment in all employment practices.

Promote diversity and inclusion across their workforce.

Prohibit discriminatory practices and ensure hiring, promotion, and discipline are based on merit and performance.

Compliance and Monitoring

Suppliers shall not violate this Code either directly or indirectly (e.g., through subcontractors).

Compliance may be verified through assessments, audits, questionnaires, or other monitoring mechanisms as defined in applicable supplier agreements.

Suppliers must take corrective actions for any identified violations and demonstrate ongoing improvement.

Legal Status: Suppliers must disclose if they have been debarred by the U.S. Government.



They have had business/export licenses revoked or faced prosecution.

Their leadership has been subject to U.S. sanctions or restrictions.

Reporting Concerns

Suppliers and their employees may confidentially report suspected violations of this Code to:

Phone: +1 (716) 854-1322

Email or Web: <https://www.tapecon.com/contact>

Reports will be treated confidentially, and good-faith reporting will not negatively impact the Supplier's relationship with Tapecon.

Audit Rights

Compliance may be verified through assessments, audits, questionnaires, or other monitoring mechanisms as defined in applicable supplier agreements. Suppliers are expected to cooperate with reasonable requests for documentation or corrective action. Non-compliance may result in review, suspension, or termination of business relationships, consistent with applicable agreements and legal requirements.

This Supplier Code of Conduct is in no way intended to conflict with or modify the terms and conditions of any existing contract. In the event of a conflict, Suppliers must first adhere to applicable laws and regulations, then the contract terms, followed by this Supplier Code of Conduct.