



MASTER PLASTICS GROUP

SUPPLIER CODE OF CONDUCT



Introduction to the Master Plastics Supplier Code of Conduct

TO ALL MASTER PLASTICS GROUP SUPPLIERS

Welcome to Master Plastics Supplier Code of Conduct. At Master Plastics, we value the relationships we have with our suppliers, recognizing that they play a crucial role in our ability to deliver quality products and services to our customers. As such, we hold our suppliers to high ethical, social, and environmental standards to ensure alignment with our values and objectives.

The primary objective of this, our Supplier Code of Conduct, is to outline the expectations and requirements that suppliers must adhere to when conducting business with the Master Plastics Group. By setting clear guidelines, we aim to promote transparency, accountability, ethical, sustainable and responsible business practices throughout our entire supply chain. This includes issues such as upholding labour rights, ensuring workplace safety, protecting the environment, and maintaining integrity in all business dealings.

Adhering to our Supplier Code of Conduct offers numerous benefits, not only for Master Plastics, but also for our suppliers and the wider community. By committing to ethical and sustainable practices, suppliers can enhance their reputation, mitigate risks, and access new business opportunities. Furthermore, it fosters a collaborative and mutually beneficial partnership between Master Plastics and its suppliers, driving long-term success and shared value creation.

We would like to express our sincere gratitude for your co-operation and commitment to upholding the principles outlined in our Supplier Code of Conduct. Your dedication to ethical business practices is instrumental in ensuring the integrity of our supply chain and the sustainability of our operations. We look forward to your continued support and partnership as we strive to create a better future together.

Thank you for your attention to these important matters, and please do not hesitate to reach out if you have any questions or require further clarification.



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1. DEFINITIONS

- 1.1 “**Master Plastics**” or the “**Company**” means Master Plastics (Pty) Limited, its subsidiaries and affiliated companies;
- 1.2 “**Supplier**” or “**Suppliers**” means all third party suppliers, sub-contractors, contractors, or similar, providing goods & services of any nature to Master Plastics;
- 1.3 “**Supplier Code**” means this the Master Plastics Supplier Code of Conduct.

2. INTRODUCTION

With Master Plastics being a participant in the global marketplace, the importance of ethical sourcing and responsible business practices has never been more evident and the integrity of supply chains has emerged as a critical factor in maintaining trust and sustainability. Recognising the significance of this issue, it has become imperative for Master Plastics to establish a Supplier Code of Conduct.

This document serves as a guiding framework for our Suppliers, outlining the ethical standards and expectations we wish to be upheld in all our partnerships. By adhering to these principles, not only will we mitigate risks and ensure compliance with regulations, but we will also contribute to a more ethical, sustainable, and resilient global supply chain ecosystem.

The principles described in this Supplier Code are informed by principles prescribed by various international organisations and conventions, supported further by local & international legislation and generally accepted best practice and constitute minimum standards intended to prevent situations that could call into question the sense of responsibility and the integrity of Master Plastics and its Suppliers.

This Supplier Code is a voluntary code intended to emphasize the interest of Master Plastics in implementing its corporate social responsibility and fair, ethical & sustainable principles of action and conduct throughout the entire Master Plastics supply chain. Master Plastics will however seek to only enter business relationships with Suppliers who demonstrate strong values of integrity and sustainability and who will commit to the ethical principles outlined in this Supplier Code.

Master Plastics reserves the right to reasonably change the requirements of this Supplier Code from time to time and any such changes will be communicated to Suppliers accordingly.

3. MANAGEMENT SYSTEM

Master Plastics encourages Suppliers to strive towards continual improvement, and to establish, implement and maintain recognised management systems and standards related to the areas described in the Supplier Code. Risk assessment, implemented policies, processes and routines, clearly communicated roles and responsibilities, relevant training and instructions, establishment and evaluation of measurable goals, along with functioning control systems, serve as the foundation for the successful implementation of the Supplier Code.

4. IMPLEMENTATION AND COMPLIANCE

When evaluating a Supplier’s compliance with the Supplier Code and considering the measures, methods, time, costs and steps necessary to review and confirm compliance, Master Plastics will take into consideration:



- the nature of the Suppliers business;
- the size of the Suppliers business;
- the geographical location of the Suppliers business;
- the inherent risks associated with the Supplier and its business; and
- the scope and applicability of the compliance requirements.

It is not the intent of the Supplier Code to introduce costs or cause any form of business interruption to Suppliers of Master Plastics. The purpose of the Supplier Code is purely to ensure alignment between Master Plastics and its Suppliers, ensuring ethical business practices and compliance with legislation in the supply chain. If a Supplier is running their business ethically and in accordance with all legislation, they should already be fully compliant with the Supplier Code and should be able to accept and confirm such without hesitation.

Master Plastics acknowledges that a significant portion of its Suppliers operate in the global marketplace and area already subject to a significant amount of scrutiny through reporting, verification and accreditation processes and thereby required to report extensively on compliance with the majority (if not all plus more) of the items addressed in the Supplier Code. In such instances, Master Plastics will place significant reliance on these reports which are readily available in the public space. Suppliers are however required to make submission of these reports to Master Plastics and respond to Master Plastics with regard to any requirements identified through a review thereof by Master Plastics.

Failure by a Supplier to allow Master Plastics the right to verify compliance with the Supplier Code, or to respond to queries, or remedy identified non-compliances within a reasonable time, shall be regarded as a material breach of this Supplier Code and will entitle Master Plastics to terminate the relationship with the Supplier.

5. MONITORING

All business relations between Master Plastics and our Suppliers must be based on honesty, trust, and cooperation. By accepting the Supplier Code, the Supplier commits to meeting these requirements within its own operations and supply chain. This should be achieved by cooperating in a transparent manner with Master Plastics, and suppliers must be able to demonstrate their compliance with the requirements upon request. Master Plastics may verify the supplier's compliance with the requirements in the Supplier Code by means of a dialogue, self-assessment questionnaire, or on-site audits. This includes permission to conduct interviews with employees and access to accurate and complete documentation and records related to the Supplier Code. Any audits or checks that Master Plastics conduct will only be conducted upon agreement with the Supplier. Compliance verifications may be conducted either by Master Plastics' own employees or by an independent third party appointed by Master Plastics.

It is the responsibility of the Supplier to ensure that its suppliers comply with the requirements of the Supplier Code or an equivalent set of requirements, and to evaluate and monitor its supply chain compliance.

A Supplier may come across a situation that does not appear to conform with the Supplier Code or the law. In such an instance, it is expected that the Supplier will bring this to Master Plastics' attention as soon as possible so that it can be mitigated. Violations of the Supplier Code are to be reported to Master Plastics either through a Master Plastics contact person or through the various channels provided in terms of paragraph 7 herein.

Master Plastics treats all business and personal information received in a responsible manner and take measures to ensure that this information remains confidential.



6. THE SUPPLIER CODE:

To assist Suppliers in identify and better understand the requirements to be adhered to and steps that can be taken to ensure or verify their compliance, Master Plastics has presented the Supplier Code in a tabular format where each section in the Supplier Code is structured as follows:

Requirements	Guide to Supplier	Verification of Compliance
It is the responsibility of the Supplier to determine the applicability and meet the stated requirements outlined in their own organisation and in their supply chain.	Examples of what Suppliers need to consider and how to meet the requirements.	Examples of evidence of compliance that the Supplier could assess their own compliance against AND which may be required or requested by Master Plastics in support of showing compliance to the Supplier Code from time to time.



The Master Plastics Supplier Code of Conduct:

LEGAL COMPLIANCE Ensuring awareness of, and compliance with, relevant legal requirements is the baseline for complying with the Supplier Code.		
Requirements	Guide to Supplier	Verification of Compliance
<p>Suppliers must stay up to date, and comply with, national and regional legislation as well as relevant and applicable international regulations and conventions related to the areas in the Supplier Code.</p> <p>Suppliers must be aware of whether any domestic regulation or its enforcement conflicts with international human rights standards and strive to honor the spirit of universally recognised human rights.</p> <p>Where the requirements in the Supplier Code are stricter than local laws, the requirements of the Supplier Code must be applied. In the event of actual or potential contradictions between the Code and applicable laws and regulations, suppliers must notify Master Plastics.</p>	<p>Be aware of and implement existing legal requirements relevant to the business and stay updated on any relevant changes.</p> <p>Obtain all legally required permits, licenses and registrations and make sure that they remain valid.</p>	<p>Checkpoints may include:</p> <p>Consider how you work to ensure legal compliance with the following areas:</p> <ul style="list-style-type: none"> - anti-corruption, anti-bribery and money-laundering - health and safety - human rights - labour rights - working conditions - environment - tax - customs and export control - data protection and privacy - responsible sourcing of metals and minerals
HEALTH & SAFETY No Harm and a safe workplace are a fundamental operating principle at Master Plastics.		
Requirements	Guide to Supplier	Verification of Compliance
<p>Suppliers must provide a safe and healthy working environment and take all feasible steps to prevent incidents and injuries.</p> <p>Suppliers must have an adequate, risk-based health and safety approach, including, for example, providing relevant instructions and training that is understandable to all employees.</p> <p>Employees must have the right to refuse a work situation if they reasonably believe that it presents an imminent and serious risk to their health and safety.</p> <p>All work premises, including in applicable cases accommodation and canteens, must be regularly checked to maintain fire safety and hygiene standards on an everyday basis.</p>	<p>Perform regular health and safety risk assessments of the business, as well as evaluating the efficiency of preventive and mitigating actions.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Buildings are used for their intended purpose, verified by operating permits. - Electrical wiring, lighting and gas fixtures are properly installed and maintained. - Functioning fire alarms, adequate firefighting equipment, clearly marked and accessible evacuation routes, and emergency exits are maintained based on the size of the facility. - Fire and evacuation drills are carried out regularly. - Emergency plans and response procedures are implemented.



		<ul style="list-style-type: none"> - Adequate control measures are in place to mitigate health and safety hazards. - Procedures and systems to manage, track and report occupational injury and illness are implemented. - Personal protective equipment and protective clothing that are clean, free of charge, in working order and appropriate for the risks identified are used by the employees. - Relevant first aid kits are easily accessible, and employees are trained in first aid. - Employees do not work under the influence of drugs or alcohol. - The work premises are clean, well lit, adequately ventilated and kept at acceptable temperatures and noise levels. - Free access to clean drinking water, clean areas to eat meals, hygienic toilets and, where applicable, showers are provided.
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HUMAN AND LABOUR RIGHTS

Respecting human and labour rights is of foremost importance to Master Plastics. This includes treating employees fairly, with dignity and respect, and avoiding causing or contributing to abuse of human and labour rights.

Requirements	Guide to Supplier	Verification of Compliance
<p><u>Human Rights Due Diligence:</u> Suppliers must be aware of and address any human rights impacts that they cause or contribute to or that are directly linked to their operations, products, or services.</p>	<p>Work proactively with human rights for example by performing human rights due diligence to identify, prevent, mitigate, and account for the business impact on human rights.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Review the results of the human rights due diligence conducted.
<p><u>Child Labour:</u> Child labour is unacceptable to Master Plastics. Suppliers must work to prevent child labour in their operation and supply chain and ensure legal working conditions for young workers.</p>	<p>Maintain records of legal working age for all employees, for example, copies of age verification documentation.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - All work is performed by employees who have attained the legal working age. - There is a system to certify that no underage workers are employed.



<p><u>Modern Slavery & Human Trafficking:</u></p> <p>Modern slavery, including forced labour, and human trafficking is unacceptable to Master Plastics. This refers not only to all work performed involuntarily, but also to instances of coercion, mental and/or physical threat or abuse, abuse of power and deception.</p> <p>Suppliers, including their recruitment agencies, must not engage in or tolerate any form of forced or illegal labour, human trafficking or any other kind of exploitation or abuse.</p>	<p>Be aware of risks of modern slavery and human trafficking and implement policies and preventive measures with a zero-tolerance approach.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Overtime work is consensual, unless necessary and mandated according to local laws. - Employees have the right to leave their accommodation and workplace freely during their leisure time. - Employees are not required to surrender original personal certificates or identification documents such as government-issued identification, passports, or work permits as a condition of employment. - No use of unlawful disciplinary practices or financial penalties such as unfair or illegal deductions from wages, withholding of wages or discontinuing benefits as a disciplinary measure. - There are no deposits, fees, fines, loans, or repayment agreements preventing employees from leaving their employment upon providing reasonable notice. - Repayment agreements are foreseeable, reasonable, and limited in time. - Migrant workers are treated fairly and on an equal basis with local employees.
<p><u>Discrimination, Harassment & Retaliation</u></p> <p>Workplace discrimination is unacceptable to Master Plastics. Inclusive and diverse teams contribute to enhanced performance and results for the company.</p> <p>Suppliers must respect the personal dignity, privacy and rights of each employee, and must not tolerate any physical or mental harassment or abuse, expressed verbally or non-verbally.</p> <p>Suppliers must prohibit behaviour, language, and physical contact, which is sexual, coercive, threatening, abusive or exploitative.</p> <p>Suppliers must not discriminate unfairly in hiring or during the employment lifecycle, whether active or by means of passive support on the grounds of age,</p>	<p>Foster a discrimination free work culture. Strive to develop diverse teams and a workplace where people feel included, and safe to contribute and challenge.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Practices for recruitment, remuneration, employment, non-discrimination and equal opportunities are implemented and communicated. - Mechanisms in place to report, investigate and sanction discriminatory or harassing behaviours without reprisal or retaliation.



<p>nationality or ethnicity, religion, political beliefs, sexual orientation, gender identity or expression, physical ability or any other characteristic protected by law.</p> <p>Suppliers must prohibit public warnings and punishment systems.</p>		
<p><u>Working Hours & Compensation</u></p> <p>Reasonable working hours and fair remuneration are central in providing decent working conditions.</p> <p>Sufficient rest and time off from work prevent workplace injuries and increase efficiency.</p> <p>Working hours, overtime, breaks and leaves must comply with relevant legal requirements, or with applicable collective agreements.</p> <p>Excessive overtime must not be the norm.</p> <p>At a minimum, employees must be offered compensation and benefits in accordance with relevant legal requirements, or with applicable collective agreements.</p> <p>Employees must be informed of their employment conditions, including their rights and obligations, in their native language or a language they understand, for example, in a written labour contract.</p>	<p>Keep legal working hours and accurate verification thereof.</p> <p>Maintain accurate records of all wages.</p> <p>Provide all employees with a pay slip clearly stating all parts of their salary in a comprehensible manner, including overtime compensation, hours worked, benefits, legal deductions, bonuses and other relevant posts.</p> <p>Inform employees of their employment conditions and keep records thereof, for example, copies of signed labour contracts.</p> <p>Check compliance to collective bargaining agreements and local labour laws.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Actual working hours are recorded, divided into normal working hours and overtime hours, unless otherwise agreed. - Employees are entitled to sufficient rest between shifts. - Wages are paid regularly, directly to the employee, at the agreed time, and in full for the time worked during the applicable period. - Review of signed labour contracts and pay slips. - Employees take paid statutory holidays and legally stipulated leaves, including paid sick leave and parental leave, without any negative consequences. - Compliance to collective bargaining agreements and local labour laws.
<p><u>Freedom of Association and Collective Bargaining</u></p> <p>Master Plastics supports freedom of association and the right to lawfully and peacefully associate, organise and bargain collectively.</p> <p>We encourage suppliers to engage in dialogue with their employees to motivate and stimulate workplace engagement.</p> <p>Suppliers must recognise and respect the right of employees to freely associate,</p>	<p>Foster a working environment, which allows for mutually constructive engagement, between employees and management, avoiding unnecessary confrontation whenever possible.</p> <p>Engage in dialogue with employees on working conditions and keep records of meetings or</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Employees have the right to organise and bargain collectively. - Employees have the right to appoint independent work representatives and communicate with management. - Workers' representatives are recognised by



<p>organise and bargain collectively in accordance with the laws of the countries in which they are employed.</p> <p>Suppliers must recognise the importance of open communication and direct engagement between employees and management.</p> <p>Suppliers must allow employees to appoint independent work representatives and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.</p> <p>Conversely, those employees who choose not to participate in workers' associations must be respected for their choice.</p>	<p>communications conducted.</p>	<p>management.</p> <ul style="list-style-type: none"> - Review of collective agreements in applicable cases. - Evidence of functioning dialogue mechanisms between workers and management.
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LAND & RESOURCE ACQUISITION AND USE OF PROPERTY

Land and the right to tenure is central to ending poverty, income, gender inequality, and for contributing to food security, peace and security.

Requirements	Guide to Supplier	Verification of Compliance
<p>Suppliers must be the legal and rightful owner or tenant/user of the property on which they operate.</p> <p>Suppliers must avoid any negative social, health, environmental or economic impacts from land or resource acquisition, involuntary resettlement, or restrictions on land use.</p> <p>In the event of expropriation or imposed relocation, Suppliers must ensure that a remediation plan is negotiated in a transparent manner, including but not limited to adequate compensation, with the goal to maintain the livelihoods and standards of living of the persons concerned.</p>	<p>Maintain evidence of land ownership or the lease for the property on which you operate.</p> <p>Evaluate potential impacts on the previous users or other stakeholders caused by the shift of lease or ownership of the property on which you operate, as well as impacts resulting from the company's ongoing operations.</p> <p>Pay special attention to the most vulnerable categories (rural communities, indigenous people, women and children).</p> <p>In case where people had to move or give up land to give space for the business, engage in open and transparent dialogues to find the most appropriate remediation in the best interests of the relocated people.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Review of land ownership or lease. - Review of impact assessment and/or contingency plans in applicable cases. - Review of remediation plans adopted in consultation with affected stakeholders in applicable cases



RESPONSIBLE SOURCING (including of minerals and metals)

Master Plastics supports ethical sourcing. Supply chains that either directly or indirectly contribute to conflicts or to serious human rights violations are unacceptable to Master Plastics.

Requirements	Guide to Supplier	Verification of Compliance
<p>Suppliers of equipment raw materials and components</p> <ul style="list-style-type: none"> - Must comply with all applicable laws concerning responsible sourcing. - Must establish, implement and maintain a risk-based approach to reduce or minimise risks. - Must conduct mapping and complete their own due diligences on their suppliers 	<p>Be conscious of the potential link between the production of raw materials and conflicts or severe violations of human rights.</p> <p>Depending on your position in the supply chain, source raw materials from responsible sources only, or undertake reasonable measures to understand, and when necessary, influence your supply chains towards responsible sourcing.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Perform and review due diligence results. - Review reports or plans on responsible sourcing.

ENVIRONMENT

Protecting the environment, mitigating climate change, and building circularity is of immense importance to Master Plastics. The environmental impact from the business must be minimised, and performance with respect to the environment must be improved continuously.

Requirements	Guide to Supplier	Verification of Compliance
<p>Suppliers must establish, implement and maintain a risk-based approach to reduce or minimise any negative environmental impact from their activities, products and services.</p> <p>Suppliers must take precautionary measures as soon as there is reason to believe that an action could harm the environment or public health and strive to develop and support environmentally friendly techniques in their products, processes, designs and material selection.</p> <p>Suppliers must pay the social, environmental and economic costs that arise should their business cause damage to the environment.</p> <p>Suppliers must control, measure, document and plan their work to minimise the</p>	<p>Perform regular environmental risk assessments of the business value chain, as well as evaluating the efficiency of preventive and mitigating actions.</p> <p>Participate in the transition from a linear to a circular system and work towards conserving finite resources.</p> <p>Secure end-of-life handling and treatment of products by declaring full material content and information about handling and treatment of products at the end of life.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Evidence of progress measurements and efforts to minimise the negative impact of the business on the environment. - Review information about the presence of hazardous chemicals and substances of very high concern in the supplier's products.



<p>environmental impact of their business in particularly the following areas:</p> <ul style="list-style-type: none"> - Greenhouse gas (GHG) emissions - Circularity - Chemicals and hazardous substances - Waste - Other emissions to air, water and soil - Energy consumption - Water consumption <p>Master Plastics encourages suppliers to set GHG emission reduction targets.</p> <p>Suppliers with a potential material impact on Master Plastics' total GHG emissions must provide applicable information to Master Plastics.</p>	<p>Select materials and resources that can be reused and recycled.</p> <p>Minimise waste to landfill, especially hazardous waste.</p> <p>Include environmental aspects in product development with a life cycle perspective from raw materials to end of life.</p> <p>Actively work to replace hazardous chemicals with safer alternatives.</p> <p>Actively work towards optimising energy and resource efficiency.</p> <p>Increase the share of low-emission energy sources.</p> <p>Demonstrate and advocate environmental responsibility by supporting global initiatives.</p> <p>Publicly communicate targets and performance related to global environmental issues, especially climate and resource efficiency/circularity.</p>	
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BUSINESS ETHICS
Master Plastics is committed to conducting business with high ethical integrity, including respecting competition law, guarding individuals' right to privacy and following all customs and export control rules.
We expect the same from our suppliers.

Requirements	Guide to Supplier	Verification of Compliance
<p><u>Anti-Corruption, Anti-Bribery & Money Laundering</u></p> <p>Suppliers must comply with local laws and international anti-corruption conventions and not engage in, or cause Master Plastics to engage in, any form of corrupt practices.</p>	<p>Establish processes to prevent bribery, corruption and money laundering, for example, by implementing policies and by providing relevant</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Review policies and related communication records, training records, gift and entertainment records, and



<p>Suppliers must not offer anything of value to improperly influence Master Plastics employees or any third parties, such as subcontractors or public officials.</p> <p>Suppliers must avoid all potential conflicts of interest while engaged with Master Plastics and notify Master Plastics of any potential conflicts of interest that cannot be avoided.</p> <p>Suppliers must engage in Master Plastics' Supplier due diligence process, with a commitment to transparency, quality and speed.</p>	<p>training to your staff.</p>	<p>conflicts of interest declarations.</p>
<p><u>Competition Law</u></p> <p>Suppliers must always negotiate agreements, regardless of the contract form, in accordance with fair competition principles and observe the highest level of diligence.</p> <p>Suppliers must not conclude any formal or informal contracts or agreements that are intended to prevent or restrict competition, or result in the prevention or restriction of competition, or contracts or agreements that breach applicable laws relating to competition or fair trade.</p>	<p>Competition law policy communicated to relevant employees.</p> <p>Maintain record of employees trained in competition law.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Documentation that indicates that a fair competition policy and principles has been implemented, and that training of relevant staff has been conducted.
<p><u>Personal Data Protection & Privacy</u></p> <p>Suppliers must follow all applicable principles for personal data protection and use personal data only when lawful and necessary to fulfill legitimate business purposes.</p>	<p>Data privacy principles:</p> <ul style="list-style-type: none"> - Inform individuals as much as possible about when and why you use their data. - Use only the types of personal data necessary to accomplish your lawful and reasonable purposes. - Store personal data only as long as necessary to fulfill such purposes, and if legally required. - Protect personal data in your care by taking appropriate technical and organisational security measures and notify the relevant authorities of any personal data breaches, if legally required. 	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Review of relevant documentation showing that your organisation has adopted these data privacy principles.
<p><u>Trade Compliance</u></p> <p>Suppliers must maintain and share accurate trade data and documents related to their products.</p>	<p>Implement trade compliance procedures and provide relevant training to your staff.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Review suppliers' trade compliance procedures.



<p>Suppliers must comply with local laws and international sanctions regulations and not engage in or cause Master Plastics to engage in any form of sanction breaches.</p>	<p>Maintain and submit relevant and valid information and documentation about your products, such as: HS tariff codes, export control classification status, country of origin and supporting documentation for both non-preferential and preferential origin for free-trade purposes, and the US content in your products.</p> <p>Keep necessary records and evidence.</p>	<ul style="list-style-type: none"> - Require the submission of information and documentation to conduct legitimate trade. - Require necessary evidence to ensure the validity of the trade data and other information provided.
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LOCAL BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE)

Master Plastics is committed to B-BBEE which aligns with both legal requirements and broader business objectives, including market access, brand reputation, risk management and sustainable growth. Procurement plays a crucial role in B-BBEE by enabling companies to implement strategies that promote economic inclusion and transformation. From an accreditation perspective, procuring from Suppliers with strong B-BBEE credentials enhances the Master Plastics B-BBEE rating and turn allows its customers to enhance their own B-BBEE rating by being able to claim 100% plus of their procurement spend placed on Master Plastics.

Requirements	Guide to Supplier	Verification of Compliance
<p>For Suppliers incorporated and operating in the Republic of South Africa, as well as foreign suppliers who effect supply via a South African entity or branch and therefore invoice in ZAR, it is mandatory for the Supplier to submit its latest and valid Broad-Based Black Economic Empowerment (“BBBEE”) certificate or affidavit as confirmation of its BBBEE status to Master Plastics. In event of a Supplier not having such a letter of non-compliance and reasons for such and current steps to remedy underway must be submitted.</p> <p>Suppliers contracted to supply goods or services to Master Plastics on a continuous / long-term basis must ensure that the B-BBEE certificate or affidavit is submitted to Master Plastics annually or immediately after a new B-BBEE assessment is received from a recognised verification agency.</p>	<p>Effect BBBEE verification process to obtain relevant BBBEE certificate or action completion and submission of certified QSE & SME affidavit.</p>	<p>Checkpoints may include:</p> <ul style="list-style-type: none"> - Review of submission by Supplier - Review of plan of action to achieve compliance by Supplier



7. SPEAKING UP

We are each responsible for ensuring that we conduct our businesses in accordance with our values and the Supplier Code which is fully aligned with the Master Plastics Code of Conduct and Business Ethics. Master Plastics expects and encourage our Suppliers to speak openly and raise concerns about possible breaches of the Supplier Code or any other policy of Master Plastics through any of the following communication channels available to all internal and/or external parties:

- a Senior Manager of Master Plastics; or
- your designated Company contact; or
- the independently managed Master Plastics Fraud & Ethics Hotline:
 - Free Call Telephone: 0800 204 432
 - Email: masterplastics@thehotline.co.za
 - Website: <https://www.thehotline.co.za/report> - use 0800 204 432 to report
 - Mobile application: Vuvuzela Hotline app - download from google play use 0800 204 432 to report
 - SMS: 30916
 - Post: PO Box 10512, Centurion, 0046
 - Fax: 0867 261 681

Master Plastics takes all concerns raised seriously and undertakes to handle them promptly through the appropriate channels.

Master Plastics has a zero tolerance towards retaliation against anyone who speaks openly about conduct they believe is unethical or illegal, or not in accordance with the Supplier Code, even if the concern is not substantiated, if they have reported such matter in good faith. Master Plastics values:

- Suppliers who do the right thing & speak up when there is reason to believe that any form of misconduct or a breach of this Supplier Code has occurred; and
- Suppliers who co-operate with any subsequent engagement or investigation.

Acts of retaliation should be reported immediately and will be disciplined appropriately. Suppliers who submit a complaint or report a violation in bad faith may face sanctions, including termination of supply or services.



FORM 1 – SUPPLIER ACCEPTANCE AND CONFIRMATION

I/We the undersigned & duly authorised representative(s) of the Supplier, hereby certify that:

- The Supplier has received, read & understood the Master Plastics Supplier Code of Conduct;
- The Supplier accepts the Master Plastics Supplier Code of Conduct and to the extent that aspects thereof can be applied to the Supplier, confirm its compliance thereto;
- The Supplier submits as proof and in support of its compliance the following report or documentation (if any available to support Supplier confirmation of compliance and that can be used to verify such, i.e. Environmental, Social & Governance Report, Supplier Sustainability Report or other form of report already issued in terms of verification or accreditation processes locally or abroad):
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- The Supplier wishes to highlight the following areas of non-compliance which it will engage Master Plastics on to agree measures and remedial actions:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- The Supplier herewith provides a copy of its Broad Based Black Economic Empowerment status in the following format (this is a mandatory submission to be made with this Form 1 and templates are provided at attachments for QSE and SME submissions which are to be commissioned before submission – please tick box and attach relevant document hereto):
 - Valid/current B-BBEE certificate
 - Exempt Micro Enterprises Affidavit
(business with any type of ownership and with < than R10m annual turnover)
 - Qualifying Small Enterprise Affidavit
(business with >50% black ownership and turnover between R 10m and R 50m)
 - Letter of Non-Compliance

Full company name: _____

Company Registration Number: _____

Signed at _____ on this _____ day of _____ 20____.

Name:
Title:

(who confirms being duly authorised)

Name:
Title:

(who confirms being duly authorised)



SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____ % black owned;
 - The enterprise is _____ % black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: - _____

Commissioner of Oaths: Signature & Stamp



SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”



Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”
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3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of ____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and



on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp



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