

Acrolinx

Supplier Sustainability

Policy

Effective Date: November 20, 2023

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Preamble

Acrolinx recognizes the critical importance of sustainability in achieving our long-term business objectives and contributing positively to society and the environment. In alignment with our core values and as part of our commitment to sustainable practices, Acrolinx has developed this Supplier Sustainability Policy. This policy outlines our approach to reviewing potential and existing suppliers based on their sustainability efforts..

Purpose of this Policy

This Policy is designed to ensure that Acrolinx collaborates with suppliers who share our commitment to sustainability. It also supports Acrolinx's commitment to the UN SDGs as well as the Ten Principles of the UN Global Compact.

By evaluating and selecting suppliers based on their sustainability efforts, Acrolinx aims to minimize environmental impact, foster diversity and inclusion, and promote social responsibility throughout our supply chain. This policy is designed to guide our supplier selection process and create partnerships that align with our sustainability goals.

Scope

This policy applies to all Acrolinx employees involved in the supplier selection process and is intended for both internal and external publishing. It covers the evaluation of potential suppliers and the periodic review of existing suppliers,

ensuring that sustainability considerations are incorporated into our supply chain management.

Sustainability Focus Areas

Acrolinx's Supplier Sustainability Policy aligns with our Sustainability Agenda, which encompasses the following three focus areas:

Environment

Acrolinx seeks to collaborate with suppliers who demonstrate a commitment to environmental sustainability. This includes practices that reduce greenhouse gas emissions, conserve natural resources, minimize waste generation, promote recycling and reuse, and implement environmentally friendly technologies.

Diversity and Inclusion

Acrolinx values diversity and inclusion as essential components of sustainable business practices. We seek suppliers who foster diverse and inclusive workplaces, promote equal opportunities, and demonstrate fair and ethical treatment of their employees.

Social Responsibility

Acrolinx believes in being a responsible corporate citizen. We seek suppliers who prioritize social responsibility by supporting local communities, engaging in philanthropic initiatives, promoting human rights, and upholding ethical and legally-compliant business practices.

Supply Chain Responsibility

Acrolinx requires its suppliers to implement an adequate and effective sustainability review process for their supply chains. Suppliers must ensure that their contractors demonstrate a commitment to compliance with these standards, and suppliers must address repeated failures to meet requirements.

Supplier Evaluation Process

Sustainability evaluation will have to be conducted for each new supplier and/ or for supplier contract renewals.

Acrolinx management will produce and maintain a supplier sustainability questionnaire to simplify and standardize the evaluation process. It must be completed by all suppliers, however, suppliers with appropriate Sustainability Certifications or publicly available Sustainability Reports/ Statements, such as [B Corp](#), [Green Business Bureau](#), [ISO 14001:2015](#), [EMAS](#), or an [EcoVadis](#) Rating, may be exempted from this requirement.

The questionnaire will be incorporated into the standard Acrolinx supplier selection process as a mandatory step before a new supplier is used.

Inclusion Criteria

Acrolinx evaluates suppliers based on their alignment with our Sustainability Agenda. Suppliers must demonstrate a commitment to sustainability and provide relevant information regarding their environmental, diversity and inclusion, and social responsibility efforts, as well as their own supply chain management, via the questionnaire and other documentation.

Knock-Out Criteria

To ensure a thorough evaluation, Acrolinx has established knock-out criteria, which are non-negotiable requirements that suppliers must meet to be considered further in the selection process. These criteria may include legal compliance, adherence to ethical standards, and fulfillment of specific sustainability certifications or industry standards.

Currently, the following criteria are considered knock-out criteria. Suppliers who don't fulfill these basic requirements, will not pass the Sustainability Review.

This applies to companies who

- do not respond to our survey, or
- do not have a program and no plan to have one in the next 12 months, or
- do not have a Code of Conduct.

Exceptions according to this policy apply.

Exceptions

Efforts should always be made to identify and engage with suppliers who demonstrate a commitment to sustainability. Only limited exceptions apply:

- Annual spend under 5,000 EUR.
- Independent contractors and freelancers,
- Small, local suppliers who provide services such as catering or other office supplies (consumables),
- Nature of the service makes it impractical for suppliers to adhere to the full sustainability requirements.

Communication and Transparency

Acrolinx will communicate this policy internally to all employees involved in supplier selection processes, ensuring awareness and understanding of our sustainability objectives and expectations.

This policy will also be made publicly available through our website acrolinx.com as part of our visible commitment to our Sustainability Agenda.