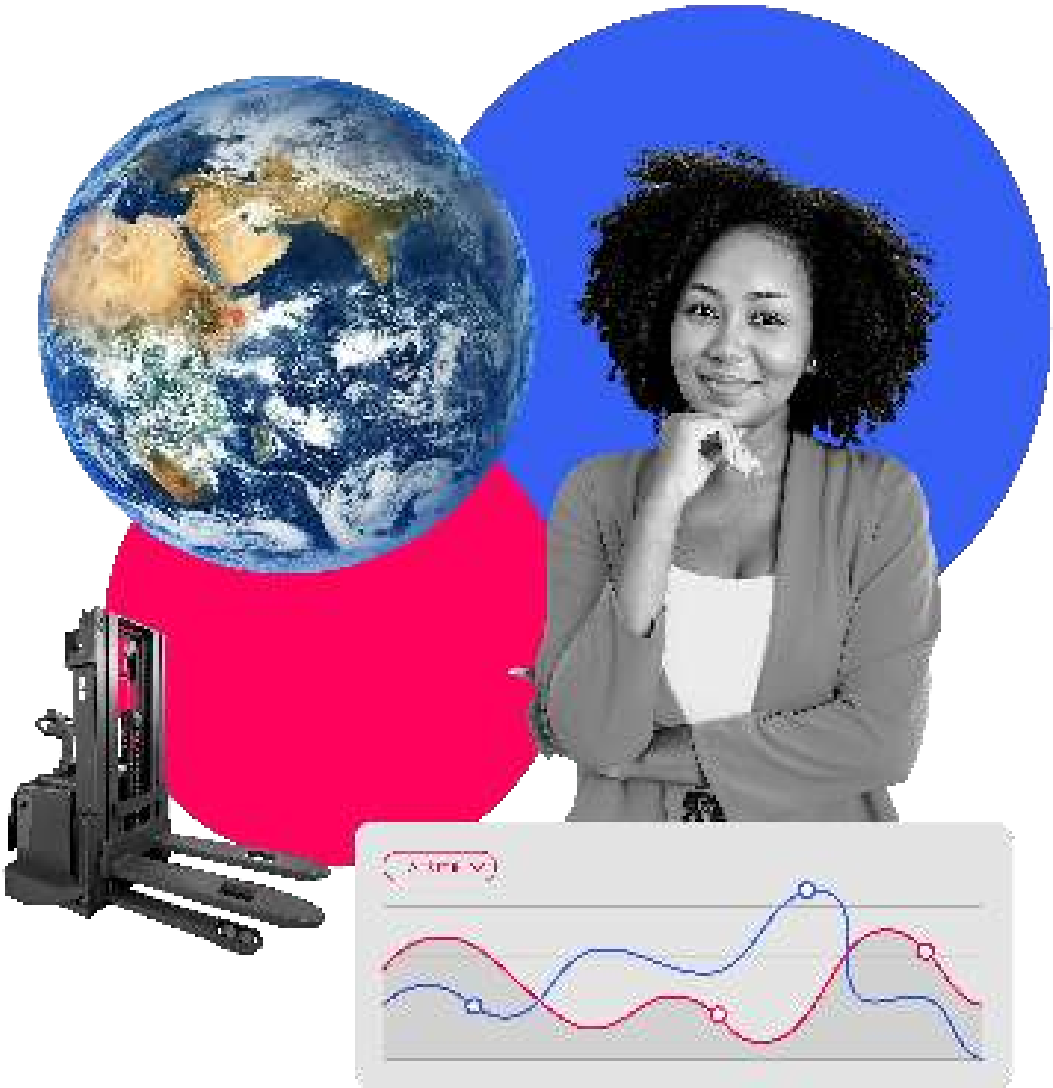
Sedex Members Ethical Trade Audit Report

Version 7



Sedex, 18 St Swithin's Lane, London, EC4N 8AD, United Kingdom

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Audit content

(1) A SMETA audit was conducted which included some or all of labour standards, health and safety, environment and business ethics. The SMETA minimum requirements were applied and the SMETA auditor manual was followed. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA methodology are stated (with reasons for deviation) in the SMETA declaration.

The audit scope includes an assessment of the Workplace Requirements and the Management Systems Assessment against the code areas below.

2-pillar audits include:

- Labour standards:
  - 0. Enabling accurate assessment
  - 1. Employment is freely chosen
  - 1.A. Responsible recruitment and entitlement to work
  - 2. Freedom of association and right to collective bargaining are respected
  - 4. Child labour shall not be used
  - 5. Legal wages are paid
  - 5.A. Living wages are paid
  - 6. Working hours are not excessive
  - 7. No discrimination is practiced
  - 8. Regular employment is provided
  - 8.A. Sub-contracting and homeworkers are used responsibly
  - 9. No harsh or inhumane treatment is allowed
- Health and safety:
  - 3. Working conditions are safe and hygienic
- Environment:
  - 10.A. Environment 2-pillar

4-pillar audits include, in addition to the above:

- Environment:
  - 10.B. Environment 4-pillar
- Business ethics:
  - 10.C. Business ethics

(2) Where appropriate, non-compliances or non-conformances were raised where either local law or the base code were not met, and recorded as non-compliances on both the audit report, CAPR and on the Sedex Platform.

(3) Any non-conformance against customer code shall not be uploaded to Sedex, but sent directly to the customer in question.

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Findings →

Audit details

Site details

Sedex site reference	ZS408067304	**Site name**	Livonia Print SIA
Business name	Livonia Print SIA	**Site address**	15/25 Jurkalnes Str Riga LV LV1046

Audit details

Sedex company reference	ZC408056164	**Auditor company name**	Intertek Czech
Audit company address	Sokolovská 131/86, Zirkon Office Center, Prague, CZ, 186 00		
Date of audit	2026-10-20	**Audit conducted by**	Lenka Hradecka
Audit pillars	Labour Standards | Health and safety | Environment 4-Pillar | Business ethics		

Time in and out

Day 1		Day 2		Day 3	
In	08:30	In	08:30	In	08:00
Out	16:30	Out	16:30	Out	16:00

Day 4	
In	08:00
Out	12:00

Audit type	Periodic

← Contents

Findings →

Was the audit announced?	Semi announced
Was the Sedex SAQ available for review?	Yes
Who signed and agreed CAPR?	Baiba Kapteine / Quality Manager
Any conflicting information SAQ/Pre-Audit Info	No
Is further information available?	No

Audit attendance

	Senior management	Worker representative	Union representative
A: Present at the opening meeting?	Yes	No	No
B: Present at the audit?	Yes	Yes	No
C: Present at the closing meeting?	Yes	Yes	No
Reason for absence at the opening meeting	No The Union Representative. Worker Representative was not present at the opening meeting due to the required rest period between work shifts.		
Reason for absence during the audit	No The Union Representative.		
Reason for absence at the closing meeting	No Trade Union Representative.		

← Contents

Findings →

SMETA declaration

Auditor team

SMETA declaration	I declare that the audit underpinning the following report was conducted in accordance with SMETA Minimum Requirements and the SMETA Auditor Manual. 1. Where appropriate non-compliances/ non-conformances were raised against the Base Code and local law and recorded as non-compliances/ non-conformances on both the audit report, CAPR and on the Sedex Platform. 2. Any non-conformance against customer code alone shall not be uploaded to Sedex, and will be shared directly with the customer in question. This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post–audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.		
Any exceptions to the SMETA Methodology must be recorded here (e.g. different sample size)	The semi-announced audit window was from October 5 to October 25, 2026. One management representative and one Workers' Council representative were interviewed in addition to the standard worker interview sample as part of the 4-Pillar SMETA audit.		
Lead auditor	Lenka Hradecka	**APSCA Number**	21705364
Additional auditor			
Date of declaration	2026-10-23		

← Contents

Findings →

Site representation

Declaration	I acknowledge that details from this report can change during the review process and that I will be given the opportunity to dispute the content once the review has been published.
Full name	Baiba Kapteine
Title	Quality Manager
Date of declaration	2026-10-23

← Contents

Findings →

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
3. Working conditions are safe and hygienic	3.A Ensure a safe working environment. Put in...		GE ZAF601670583
	3.A Ensure a safe working environment. Put in...		GE ZAF601670584
	3.R Provide clean and secure toilets, wash ar...		GE ZAF601670586
5. Legal wages are paid	5.B Ensure that workers receive the insurance...		GE ZAF601670579
	5.B Ensure that workers receive the insurance...		GE ZAF601670585
10.A. Environment 2-Pillar	10.A.A Remain aware of the local, regional an...		GE ZAF601670580
10.B. Environment 4-Pillar	10.B.E Identify and monitor potential negativ...		GE ZAF601670581
	10.B.E Identify and monitor potential negativ...		GE ZAF601670582

← Contents

Management systems →

Management systems

	Policies and procedures	Resources	Communication and training	Monitoring
1. Employment is freely chosen	✓	✓	✓	✓
1.A. Responsible recruitment and entitlement to work	✓	✓	✓	✓
2. Freedom of association and right to collective bargaining are respected	✓	✓	✓	✓
3. Working conditions are safe and hygienic	✓	✓	✓	✓
4. Child labour shall not be used	✓	✓	✓	✓
5. Legal wages are paid	✓	✓	✓	✓
6. Working hours are not excessive	✓	✓	✓	✓
7. No discrimination is practiced	✓	✓	✓	✓
8. Regular employment is provided	✓	✓	✓	✓

✗ Not addressed

⚠ Fundamental improvements required

ⓘ Some improvements recommended

✓ Robust management systems

← Summary of findings

Site details →

	Policies and procedures	Resources	Communication and training	Monitoring
8.A. Sub-contracting and homeworkers are used responsibly	✓	✓	✓	✓
9. No harsh or inhumane treatment is allowed	✓	✓	✓	✓
10.A. Environment 2-Pillar	✓	✓	✓	✓
10.C. Business ethics	✓	✓	✓	✓

✗ Not addressed

⚠ Fundamental improvements required

ⓘ Some improvements recommended

✓ Robust management systems

← Summary of findings

Site details →

Site details

Company and site details

Sedex company reference	ZC408056164	
Sedex site reference	ZS408067304	
Company name	Livonia Print SIA	
Business ownership type	GOODS	
Site name	Livonia Print SIA	
Site name in local language		
GPS location	**GPS address**	Jūrkalnes iela 15/25, Zemgales priekšpilsēta, Rīga
	Coordinates	N 56°56.63907', E 24°1.82760'
Is the worksite in a remote location, far from habitation?	No	
Site contact	**Contact name**	Baiba Kapteine
	Job title	Quality Manager
	Phone number	+371 67442831
	Email	baiba.kapteine@livoniaprint.lv
Applicable business and other legally required business license numbers and documents	Business License (Nr. 40003827729, without expiration)	

← Management systems

Worker analysis →

Site activities

Site function	Factory Processing/Manufacturer Finished Product Supplier	
Site activities	**Primary**	Manufacture of other articles of paper and paperboard
	Secondary	
	Other	
Product type	Printed paper products	
Process overview	The facility specialises in book manufacturing using offset printing and finishing processes for digitally printed materials. The main production activities include offset printing, folding, cutting, sewing, saddle-stitching, soft-cover and hard-cover bookbinding, board cutting, case making, lamination, embossing, foiling, UV coating and final finishing. The facility operates four Heidelberg Speedmaster offset printing presses, various folding and cutting machines, Müller Martini bookbinding and sewing systems, specialised hard-cover and soft-cover production lines, and digital print finishing equipment. Additional finishing operations include lamination, embossing, foiling, UV coating, ribbon inserting, jacketing, shrink-wrapping and palletising of finished books. Production equipment includes Heidelberg, Müller Martini, Hunkeler, Kolbus, Polar, Horauf, KAMA, Ecosystem, D&K and IDEAL machinery.	
What level of mechanization best describes the work at this site?	High mechanisation / low manual Labour	

Site scope

Is the audited site a physically continuous area?	Yes

← Site details

Worker analysis →

Site scope

What is the area of audited site to its boundary?	26500m²	
Building 1	**Last construction works on site**	2010
	If building is shared, provide details	The factory rents sits premises from the landlord. One part of the building is occupied by the factory, rest part are occupied by other entities.
	Number of floors	2
	Description of floor activities	Offices, break room and social premises on first floor. Production, warehouses, offices and social premises on ground floor.
Is there any difference between the site scope of the audit and the Sedex site profile?	No	
Does the scope of the audit subdivide any building or is limited to particular processes, products or businesses within the physical site?	No	
Is any activity conducted onsite not included within the scope of the audit?	No	

Worker accommodation and transport

Are there any site-provided worker accommodation buildings?	No

← Site details

Worker analysis →

Worker accommodation and transport

Does the site organise worker transport to the worksite?	Not provided The factory does not provide transportation for workers.

Work patterns

Approximate workers on site per month (% of peak)	**January**	90-100%	**February**	90-100%
	March	90-100%	**April**	90-100%
	May	90-100%	**June**	90-100%
	July	90-100%	**August**	90-100%
	September	90-100%	**October**	90-100%
	November	90-100%	**December**	90-100%

Is there any night shift work at the site?	Yes There were several shift patterns in the factory. The were 3 shifts in digital printing: 1st: 07:00-15:00, 2nd: 15:00-23:00, 3rd: 23:00-07:00. There were two shifts in binding, internal logistic, folding, maintenance, warehouse, off-set printing, post-process and cover production: 1st: 07:00-19:00, 2nd: 19:00-07:00 in different working schedules (3+3, 4+4 or other) in 3 months long time bank system starting from January 1 each year.
What night shift audit activities were conducted?	Interviews conducted during day shift (rotated workers)
What percentage of the workforce, including temporary and agency workers, work during the night shift?	70%

← Site details

Worker analysis →

Work patterns

Was the audit conducted across all shift times, and did it include a representative sample of workers from each shift time in interviews and sampling?	Yes The interviewed workers have night shift also, thus they were involved into the sample.

Site assessments

Does this site hold any certifications that address labour standards, human rights, corruption or environmental impact?	ISO 50001 (Energy management), ISO 14001 (Environmental management)
Has the site assessed for negative impacts on the human rights, lands, resources, territories, livelihoods or food security of indigenous peoples or the local community?	No The site was not assessed for negative impacts on the human rights, lands, resources, territories, livelihoods or food security of indigenous peoples or the local community.
Has there been a Human Rights Impact Assessment (HRIA) conducted within the last three years at this site?	No No HRIA noted.

← Site details

Worker analysis →

Worker analysis

Gender disaggregated data available	Men and women

Worker totals

	Men	Women	Other	Total
Number of workers	323 *(75.1%)*	107 *(24.9%)*	- -	430 *(100%)*

Workers by type

	Men	Women	Other	Total
Permanent workers (employees)	309 *(75.4%)*	101 *(24.6%)*	- -	410 *(95.3%)*
Temporary or fixed term employees	14 *(70%)*	6 *(30%)*	- -	20 *(4.7%)*
Agency or subcontracted workers	0 -	0 -	- -	0 *(0%)*
Seasonal workers	0 -	0 -	- -	0 *(0%)*
Self-employed workers	0 -	0 -	- -	0 *(0%)*
Informal workers including home workers	0 -	0 -	- -	0 *(0%)*
Apprentices, trainees or interns	0 -	0 -	- -	0 *(0%)*

* % of total workforce

← Site details

Worker interviews →

Migrant workers

	Men	Women	Other	Total
Domestic migrant workers	0 -	0 -	- -	0 *(0%)*
International migrant workers	19 *(52.8%)*	17 *(47.2%)*	- -	36 *(8.4%)*
Total migrant workers	19 *(52.8%)*	17 *(47.2%)*	- -	36 *(8.4%)*

* % of total workforce

Where workers have migrated internally, list the most common internal states workers have moved from	Not applicable.

Workers by age

	Men	Women	Other	Total
18 - 24 years old	54 *(80.6%)*	13 *(19.4%)*	- -	67 *(15.6%)*
15 - 17 years old	0 -	0 -	- -	0 *(0%)*
Under 15 years old	0 -	0 -	- -	0 *(0%)*

* % of total workforce

← Worker analysis

Worker interviews →

Is the worker analysis data relevant for peak season and current to the audit?	No
Describe how this may vary during peak periods	There is no peak sseason in the factory.
Please list the nationalities of all workers, with the three most common nationalities listed first	Latvian Ukrainian

Most common nationalities as approximate % of workforce

	Men	Women	Other	Total
Latvian	66%	29%	-	95%
Ukrainian	2%	3%	-	5%

Workers by remuneration type

	Men		Women		Other		Total	
Workers paid per unit (piece rate)	0	-	0	-	-	-	0	*(0%)*
Workers paid based on a mix of 'piece work' and hourly rate	0	-	0	-	-	-	0	*(0%)*
Workers paid hourly / daily rate	323	*(75.1%)*	107	*(24.9%)*	-	-	430	*(100%)*
Salaried workers	0	-	0	-	-	-	0	*(0%)*

* % of total workforce

← Worker analysis

Worker interviews →

Workers by payment cycle

	Men	Women	Other	Total
Paid daily	0 -	0 -	- -	0 *(0%)*
Paid weekly	0 -	0 -	- -	0 *(0%)*
Paid monthly	323 *(75.1%)*	107 *(24.9%)*	- -	430 *(100%)*
Other	0 -	0 -	- -	0 *(0%)*

* % of total workforce

If other payment cycle entered, please provide details	N/A

People in managerial, supervisorial and administrative roles

	Men	Women	Other	Total
Employees in management positions	3 *(60%)*	2 *(40%)*	- -	5
Supervisors or team leaders	24 *(64.9%)*	13 *(35.1%)*	- -	37
Administrative staff	44 *(40%)*	66 *(60%)*	- -	110

← Worker analysis

Worker interviews →

Worker interview summary

Gender disaggregated data available	Men and women
Which methods of worker engagement were used?	Individual interviews Group interviews

Digital worker survey participants

	Men	Women	Other	Total
Number of workers	-	-	-	-

Were any of the audit findings attributable to the survey?	
Was the interview sample representative of all types of nationality and employment types of workers?	Yes
Was the interview sample representative of the gender composition of the workforce?	Yes
Number and size of group interviews	6 group of 5
Did workers understand the purpose of the audit?	Yes
Were interviews conducted in circumstances to ensure privacy, with the confidentiality of the interview process communicated to the workers?	Yes

← Worker analysis

Measuring workplace impact →

Was there any indication that workers had been 'coached' in how they should respond to questions?	No
What was the general attitude of the workers towards their workplace?	Favorable

Attitude of workers

In which areas did workers raise significant concerns or complaints?	Other (provide details) None reported.
What did the workers like the most about working at this site?	Communication (e.g. from management) Facilities (e.g. rest area, recreation, canteen) Grievance mechanisms Hours worked, rest days or breaks Overtime Pay Training and development Other (provide details) Employees appreciate bonuses, team-building, employee recognition, workplace improvements, job stability, teamwork and a positive, non-toxic work environment.

← Worker analysis

Measuring workplace impact →

Attitude of workers

Additional comments	The interviewees showed a cooperative attitude during the interview. The workers were satisfied with factory management, working hour and benefits in the factory. The information of interview was as below: For child labor issue, all interviewed workers said they were required to submit the effective personal ID cards for checking and interviewed by HR staff before entering the factory, all applicants should be over 18 years old. For freedom of association issue, there was no Trade Union, but a freely elected Workers Council was formed in the factory. Workers may issue their concerns through grievance box. For forced labor issues, workers were not required to deposit or leave their personal ID cards, they had access to toilets and potable water freely during working time. For discrimination issues, workers said they got the job based on working experiences and abilities, the female workers or male worker's wages obtained the same compensation at the same position, and all interviewees confirmed that no discrimination occurred in the factory. For disciplinary practice issues, workers would be warned, fired and trained, when they broke the factory rules. For safety and health issues, the factory provided on-the-job training for new workers and health& safety training to all workers annually. PPEs were given for all workers for free. For working hour, production-related workers said that they work in two shifts which is 12 hour long in 3 months long time bank in various schedules (3+3, 4+4). They confirmed that sometimes they have overtime, which is paid at the end of the time bank period. They have minimum one day off in 7 days period. For wages issues, all workers said they were paid by monthly rate and their overtime hours were compensated according to law.
Attitude of workers' committee/union representatives	The representatives confirmed that the management is open to solve any concerns raised by the workers. They corroborated that the Council meets at regular interval and discuss the actual issues.
Attitude of managers	Positive attitude, transparent and open-minded atmosphere. The attitude of management has been cooperative and transparent throughout the audit.

Workers interviewed by type

	Total
Permanent workers	40

← Worker analysis

Measuring workplace impact →

Workers interviewed by type

Temporary or fixed-term employees	2
Agency or subcontracted workers	0
Seasonal workers	0
Other workers	0
Total number of workers interviewed	42

Workers interviewed by group/individual

	Men	Women	Other	Total
Workers interviewed in groups	20	10	-	30
Workers interviewed individually	8	4	-	12

← Worker analysis

Measuring workplace impact →

Migrant workers interviewed

	Men	Women	Other	Total
Domestic migrant workers interviewed	0	0	-	0
International migrant workers interviewed	4	3	-	7
Total migrant workers interviewed	4	3	-	7

← Worker interviews

Measuring workplace impact →

Measuring workplace impact

Gender disaggregated data available	Men and women

Annual worker turnover (%)*

	Men	Women	Other	Total
Last full quarter (90 days)	2.6%	2.0%	-	4.6%
Last full calendar year (2025)	8.0%	11.4%	-	19.4%
Previous full calendar year (2024)	8.3%	15.0%	-	23.3%

* Number of workers leaving in last 12 months as a % of average total number of workers on site over the year.

Rate of absenteeism (%)*

	Men	Women	Other	Total
Last full quarter (90 days)	3.0%	3.8%	-	6.8%
Last full calendar year (2025)	4.0%	4.0%	-	8.0%
Previous full calendar year (2024)	3.0%	6.0%	-	9.0%

Number of days lost through job absence in the year, calculated as: (Number of days lost through job absence in the year) / [(Number of employees on 1st day of the year + Number of employees on the last day of the year) / 2] * (Number of available workdays in the year).

← Worker interviews

Code area 0 →

Are accidents recorded?	Yes The company is aware how to record the accidents. Accident reporting format is defined by law and the factory submitted the reports to the authorities as required by law.

← Worker interviews

Code area 0 →

Annual number of work related accidents and injuries (per 100 workers)*

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.18%	-	0.18%
Last full calendar year (2025)	0.92%	0.18%	-	1.1%
Previous full calendar year (2024)	0.75%	0.0%	-	0.75%

* Calculated as (number of work related accidents and injuries * 100) / number of total workers.

Lost day work cases (per 100 workers)*

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	1.05%	-	1.05%
Last full calendar year (2025)	18.27%	19.9%	-	38.17%
Previous full calendar year (2024)	10.3%	0.0%	-	10.3%

* Calculated as (number of lost days due to work accidents and work related injuries * 100) / number of total workers.

Percentage of workers that work on average more than 48 total hours in a given week

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.0%	-	0.0%
Last full calendar year (2025)	0.0%	0.0%	-	0.0%

← Measuring workplace impact

Code area 0 →

Percentage of workers that work on average more than 48 total hours in a given week

Previous full calendar year (2024)	0.0%	0.0%	-	0.0%

Percentage of workers that work on average more than 60 total hours in a given week

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.0%	-	0.0%
Last full calendar year (2025)	0.0%	0.0%	-	0.0%
Previous full calendar year (2024)	0.0%	0.0%	-	0.0%

← Measuring workplace impact

Code area 0 →

0. Enabling accurate assessment

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
No findings			

Systems and evidence examined to validate this code section	Full access to premises, records, documents and interviews was assured by the factory. The factory did not try to bribe or influence the auditors. The documents were not falsified. The site profile was valid and accurate. The factory stablished a Corporate Social Responsibility and Business Ethics Policy, which is endorsed by the CEO, posted on notice boards and available in factory's intranet. Evidence examined: Corporate Social Responsibility and Business Ethics Policy Factory tour Management and worker interviews

← Measuring workplace impact

Code area 1 →

0. Enabling accurate assessment

Data points

Has the site received an official notice, fine, prosecution, or withhold release order (WRO) for non-compliance with legislation, regulation, consent, or permits within the last three years, relating to Health and Safety, labour rights or the environment?	No
Did any workers selected by the auditor decline to be interviewed?	No
Were any external stakeholders such as consultants, customer representatives, industry experts etc. present during the audit?	No

← Code area 0

Code area 1 →

1. Employment is freely chosen

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	The site has established a comprehensive Anti-Forced Labour Policy and explicit internal onboarding procedures that strictly prohibit the retention of identity documents, passports, or financial deposits. The HR Director is fully responsible for verifying compliance during recruitment. All personnel undergo mandatory training on their rights and voluntary termination terms upon hire. Compliance is monitored through internal HR file reviews and worker interviews, ensuring that exit procedures align perfectly with legal notice periods. Policies and procedures, assigned responsibilities, communication arrangements and monitoring mechanisms are appropriately established and implemented, supporting a Robust Management System.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
No findings			

← Code area 0

Code area 1.A →

Systems and evidence examined to validate this code section	Current systems: 1. Employment at the facility is voluntary. No evidence of forced, bonded, involuntary or prison labour, human trafficking or other forms of modern slavery was identified. 2. All employees have written employment contracts and are free to terminate their employment in accordance with applicable Latvian legislation and contractual conditions. 3. The facility does not retain employees' original identity documents, passports or other personal documents. No deposits or financial guarantees are required from employees. 4. Employees are free to leave the workplace following completion of their working hours and have unrestricted access to toilets and drinking water during working time. 5. Wages are paid directly to employees and no practices such as withholding wages, forced savings or deposits are used to restrict employees' ability to leave employment. 6. Confidential worker interviews confirmed that employment is voluntary and no concerns relating to forced or involuntary labour were reported. Evidence examined: Employment contracts Personnel files Internal Work Regulations Payroll records Attendance records Management interviews Confidential worker interviews Facility tour

← Code area 0

Code area 1.A →

1. Employment is freely chosen

Data points

If required under local law, is there a published 'modern slavery' or similar statement?	Not Applicable
Does the site utilise any workers who are prisoners?	No
Does the site use the labour of persons required to work under any government scheme?	No

← Code area 1

Code area 1.A →

1.A. Responsible recruitment and entitlement to work

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	The facility has internal Code of Conduct and Social Responsibility policy covering human rights impacts that are endorsed by Management and communicated to all appropriate parties. Designated person responsible for implementing standards concerning Human rights is HR Director. There is no forced labour in the factory. All employees have a Labour Agreement signed before starting a job. There are regular checks by government Labour Inspection. Workers are not required to lodge deposits or identity papers and are free to leave their employer; There are safety guards for protection of site and people entering the site. Workers are not restricted in movement. Workers and management Interviews did not reveal any non-compliance. Employees confirmed during their interviews that they were working voluntarily, all of them have signed Labour Agreements and it was observed during documentary review too. In all files was only information which is required by law. Policies and procedures, assigned responsibilities, communication arrangements and monitoring mechanisms are appropriately established and implemented, supporting a Robust Management System.

← Code area 1

Code area 2 →

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
	No findings		

Systems and evidence examined to validate this code section	Current systems: 1. Recruitment and hiring processes are managed by the HR function in accordance with applicable Latvian legislation and established internal HR procedures. Employees' identity, age and legal entitlement to work are verified before employment. Relevant personnel documentation is maintained by HR. 2. Employment conditions, including job position, remuneration, working hours and applicable benefits, are communicated to employees through employment contracts and related employment documentation before or at commencement of employment. 3. No recruitment fees, deposits or other payments are required from workers in connection with obtaining employment. 4. The facility does not retain original identity documents. Worker interviews confirmed that employees understood their employment conditions and did not report concerns relating to recruitment practices or recruitment fees. Evidence examined: Recruitment and hiring procedures Personnel files Employment contracts Identity and right-to-work documentation Internal HR procedures Worker interviews Management interviews

← Code area 1

Code area 2 →

1.A. Responsible recruitment and entitlement to work

Data points

Labour hire

Does the site use labour providers and/or formal, temporary, seasonal or guest worker programmes?	Workers are recruited, selected, and hired directly by our company
How do the labour providers recruit and hire workers?	N/A - Recruitment providers not used
Where labour providers were used to recruit, what was the highest number of tiers identified in a workers recruitment journey?	0
Are there any subcontracted workers (excluding dispatched labour) on site?	No
Were all non-employee (e.g. agency or subcontracted) workers included within the scope of this audit for the purpose of document review and (if onsite on date of audit) interview?	Not Applicable
Were sufficient documents for non-employee (e.g. agency or other subcontracted) workers available for review?	Not Applicable

Migrant workers

Do any workers migrate across international borders to work at this site?	Yes

← Code area 1.A

Code area 2 →

List the sending countries	These workers have migrated to Latvia for employment purposes and hold valid work permits.
Percentage of workers that are migrant	8%
Do any workers migrate from other states, provinces or regions within the country to work at this site?	No

Recruitment fees

Have any workers who started at this site in the last 12 months (new workers) paid any recruitment fees or associated costs, such as visas or travel, which have not been fully repaid?	No - there are no new workers

← Code area 1.A

Code area 2 →

2. Freedom of association and right to collective bargaining are respected

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems

← Code area 1.A

Code area 3 →

Management systems

Explanation for management systems grades	The facility has established policies and procedures supporting freedom of association, worker representation and consultation with employees. Responsibilities for maintaining employee relations and communication with worker representatives are assigned to the HR function and relevant management personnel. A formal Workers' Council consisting of six employee representatives (five men and one woman) is established. Representatives are nominated from among the workforce based on recommendations made by employees. The Workers' Council meets regularly once a month and provides a structured mechanism for communication and consultation between employees and management. Communication is maintained through the Workers' Council and established internal communication channels. Regular monthly meetings provide opportunities for employee representatives to raise workplace-related questions, suggestions and concerns and discuss them with management. The effectiveness of the system is supported by regular monthly Workers' Council meetings, which provide a mechanism for ongoing communication, consultation and follow-up on employee-related matters. The established worker representation structure, assigned responsibilities and regular communication arrangements support a Robust Management System.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding

No findings

← Code area 1.A

Code area 3 →

Systems and evidence examined to validate this code section	Current systems: 1. There is no trade union organisation. Under Section 10 of the Latvian Labour Law, the establishment of a trade union or the appointment of a trade union representative is not mandatory. Employees may exercise their rights directly or through authorised employee representatives. No trade union is established at Livonia Print SIA. 2. The facility has established a Workers' Council consisting of six employee representatives (five men and one woman). This is also reflected in the audit attendance information. 3. The facility does not restrict employees' legal right to establish, join or participate in trade unions or other forms of worker representation. 4. Workers' Council representatives are nominated from among the workforce based on recommendations made by employees. The council meets regularly once a month and provides a formal platform for employee representation and communication with management. 5. Employees have several channels available for communicating directly with management and raising workplace-related questions, suggestions or concerns. 6. These channels include direct communication with HR, communication with management through the established open-door approach, the Workers' Council and an online reporting system which also enables concerns to be raised anonymously. 7. Employees interviewed did not report restrictions on freedom of association or concerns regarding their ability to communicate with management, contact their representatives or raise workplace issues. Evidence examined: Internal policies and procedures Corporate Code of Ethics Internal communication and grievance arrangements Online reporting/whistleblowing system Management interviews Confidential worker interviews

← Code area 1.A

Code area 3 →

2. Freedom of association and right to collective bargaining are respected

Data points

Are trade unions allowed by law in the national context?	Yes
Are there any registered trade unions in the workplace?	No
Are they active?	
Does the employer recognise the trade union?	Not Applicable
Are there alternative worker representative bodies in place?	Yes, worker committee
Are the worker representative bodies, trade union or otherwise, accessible to all workers, including more vulnerable workers (such as female, migrant, agency, and seasonal workers)?	Yes
Are the worker representatives freely elected by the workforce as a whole?	Yes
Does union/worker committee membership reflect the gender composition of the workforce?	Yes
Does the membership reflect the nationality composition of the workforce?	Yes

← Code area 2

Code area 3 →

Has there been any industrial action (e.g. strikes, unrest, or cases raised to formal tribunals or labour courts) in the past two years?	No

← Code area 2

Code area 3 →

3. Working conditions are safe and hygienic

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	The occupational and fire safety rules are controlled in internal regulations and working instructions. Health&Fire Safety officer is nominated and have Job description detailing responsibilities and authorities. The workers are trained on safety procedures and policies annually and they are aware of these policies. The implementation of H&S policies is monitored by the management team on GEMBA walks, during quarterly safety walk-throughs by external service provider, as well as trainings and tests are conducted which assure the robust management system.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding

← Code area 2

Code area 4 →

3. Working conditions are safe and hygienic	3.A Ensure a safe working environment. Put in...	GE	ZAF601670583
	3.A Ensure a safe working environment. Put in...	GE	ZAF601670584
	3.R Provide clean and secure toilets, wash ar...	GE	ZAF601670586

← Code area 2

Code area 4 →

Systems and evidence examined to validate this code section	Risk Assessments for all departments, processes and job positions were conducted by the site in March 3, 2026 (For two possitions (Network Administrator, Information Technology Specialist) risk assessment was Updated on October 13 2026). PPEs are assured for workers for free according to the Risk Assessment and Working Instructions. Employees are surveyed by the company doctor according to law. Air quality, noise, vibration measurement was conducted by accredited lab in August 12, 2026. Inspection report of forklifts and production equipment were available. There are trained first aid staff. First aid kits are available in each workplace and fully stocked. Eye-wash kit is available where chemicals are in use. Safety Data Sheets of chemicals are available. There were 3 accidents with lots days in 2026 so far, reports were submitted to the authority. Safety trainings were held for the personnel annually. Last fire drill was conducted in September 24 & 17 & 10 2026, for all shifts and areas. The factory has a set of Safety Instructions which control safety rules. The building is rented and was built in the 2000s. The electrical equipment was in good condition and were inspected according to law. The Health&Safety issues can be raised by the workers and reported electronically to the management. Evacuation signs, evacuation plans with “You are here” mark and safety lighting were provided. The site was equipped with fire sprinkler, fire extinguishers, fire hydrants, emergency exits, fire resistant doors on the perimeter of single fire areas, lighting and emergency doors. The fire sprinkler, extinguishers and hydrants, emergency exits, fire resistant and lighting were inspected at regular intervals (on annual basis, according to law). Access to clean toilet and to potable water, sanitary facilities for food storage was provided. There was no dormitory on the site. Evidence examined: Fire safety training attendance logs Fire drill reports Fire detection and alarm system Fire extinguishers inspection report Fire hose reels inspection report Fire Emergency Plan Risk Assessment Workplace (dust, noise) measurement Forklift inspection reports Safety training attendance logs Electrical inspection report First aid training certificates Management interview Worker Interview Accident logs and reports

← Code area 2

Code area 4 →

Findings: good examples

ZAF601670583

Good example

Code area

3 Working conditions are safe and hygienic

Workplace requirement

3.A Ensure a safe working environment. Put in place adequate controls to prevent accidents and injury (including long-term injury) to health arising out of, associated with, or occurring in the course of work.

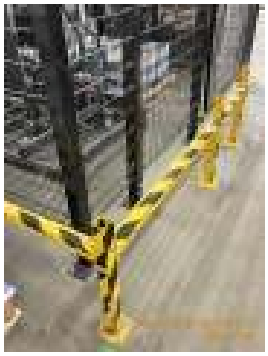
Description

The company has implemented a system of safety barriers to prevent occupational accidents.

Evidence



safety_barriers_3.JPG



safety_barriers_2.JPG



safety_barriers_1.JPG

ZAF601670584

Good example

Code area

3 Working conditions are safe and hygienic

Workplace requirement

3.A Ensure a safe working environment. Put in place adequate controls to prevent accidents and injury (including long-term injury) to health arising out of, associated with, or occurring in the course of work.

ZAF601670584

Good example

Description

The facility has implemented Safety Plus 2026, an interactive visual system designed to increase awareness of occupational accidents, near misses and fire-related incidents. The system uses colour-coded indicators to distinguish between accidents (red), near misses (yellow) and smoke or fire incidents (purple), allowing users to access detailed information about individual events.

This initiative promotes workplace safety awareness, improves the visibility of potential hazards and supports a proactive approach to accident prevention and continuous improvement.

Evidence examined:

Safety Plus 2026 interactive visual system
On-site observation

Evidence



Safety_Plus_2026.JPG

ZAF601670586

Good example

Code area

3 Working conditions are safe and hygienic

Workplace requirement

3.R Provide clean and secure toilets, wash areas, and worker changing facilities, with adequate hygiene supplies separated by gender or with effective privacy. Ensure potable water is easily accessible by workers and, where appropriate, clean storage facilities for food and personal belongings.

← Code area 3

Code area 4 →

ZAF601670586

Good example

Description

The facility provides free feminine hygiene products in women's changing rooms, ensuring that these essential items are readily accessible to female employees whenever needed. This initiative supports personal hygiene, employee dignity and wellbeing beyond basic workplace hygiene requirements.

Evidence examined:

On-site observation
Photographic evidence

Evidence



Hygiene_Products_for_Women_in_Changing_Rooms.png

← Code area 3

Code area 4 →

3. Working conditions are safe and hygienic

Data points

Is someone within the company responsible for health and safety?	Yes, qualified safety officer
Do workers operate high risk or heavy machinery or vehicles as part of their jobs?	No
Do workers handle or have access to hazardous substances (e.g. chemicals or pesticides)?	Yes Printing chemicals, solvents for cleaning
Who organises accommodation for workers?	Workers independently arrange their own accommodation
Who organises worker transportation between accommodation and worksite?	Workers organise their own transport
Who organises worker transportation while at work?	Workers organise their own transport
Do all structural additions (e.g. added floors) have a valid permit/inspection report as per local law?	Yes There were no structural additions.
Does the visual appearance of the building give you any immediate concerns about the structural integrity of the building?	No
Are there any cracks observed in the walls, floors, ceilings or other areas of the facility, both internally or externally?	No

← Code area 3

Code area 4 →

Does the site have a structural engineer evaluation?	Yes

← Code area 3

Code area 4 →

4. Child labour shall not be used

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	The factory established its child labor policy in the Corporate Social Responsibility and Business Ethics Policy and Personal Policy. The responsible person for the area is the HR Director. The policies are trained to the workers, and the workers know that the factory does not employ juvenile or children. The implementation of the policies is monitored by the management through walk-throughs, internal audits, document reviews and interviews which assure the robust management system.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding

No findings

← Code area 3

Code area 5 →

Systems and evidence examined to validate this code section	Current systems: 1. The facility prohibits child labour and recruitment procedures include verification of employees' age prior to employment. 2. Identity documents containing the employee's date of birth are checked during the recruitment process and relevant information is maintained in personnel records. 3. HR is responsible for ensuring that employees meet applicable minimum-age requirements before employment commences. 4. No child labour was identified during the audit and no concerns regarding child or young-worker employment were raised during worker interviews. 5. Recruitment and personnel documentation reviewed during the audit confirmed that employees were legally eligible for employment. Evidence examined: Recruitment procedures Personnel files Identification and age-verification documentation Employee master list Employment contracts Worker interviews Management interviews

← Code area 3

Code area 5 →

4. Child labour shall not be used

Data points

Percentage of workers that are age 24 or younger	15%
Enter the legal age of employment	16
Enter the age of the youngest worker identified	18
Enter the number of workers under local legal minimum age	0
Enter the number of workers under 15 years old	0
Percentage of workers that are apprentices, trainees or interns	0.0%
Were there children present on the work floor but not working at the time of audit?	No
Do children live at the accommodation provided to workers?	Not Applicable

← Code area 4

Code area 5 →

5. Legal wages are paid

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	The wages are controlled in the Job contracts and by Remuneration Policy. The factory is aware of living wage calculation, using Anker methodology. The HR Diretor takes the responsibility for the area of wages. The workers are trained on wage policy and this is communicated to them in intranet (Next system). The implementation of the Remuneration policy is monitored by the Chief Accountant through payroll audits, as well as external financial audits are also conducted which assure the robust management system.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
5. Legal wages are paid	5.B Ensure that workers receive the insurance...		GE ZAF601670579
	5.B Ensure that workers receive the insurance...		GE ZAF601670585

← Code area 4

Code area 5.A →

← Code area 4

Code area 5.A →

Systems and evidence examined to validate this code section	Current systems: 1. The facility maintains payroll and remuneration processes in accordance with applicable Latvian labour legislation and internal company rules. 2. Employees receive written information regarding remuneration conditions through employment contracts and related employment documentation. 3. Wages are paid monthly and employees receive information concerning wage components, additional allowances and applicable statutory deductions. 4. Payroll, personnel and working time records are maintained and reviewed by responsible HR/payroll personnel. 5. The statutory minimum wage in Latvia is EUR 780 gross per month for full-time employment, effective from 1 January 2026. 6. No evidence of wages below applicable statutory requirements, unlawful deductions or non-payment of wages was identified in the sampled records. 7. Employees interviewed confirmed that wages are paid regularly and did not report concerns regarding wage calculation or payment. 8. The facility provides additional remuneration for specific responsibilities, including an internal mentoring allowance of up to EUR 150 gross per month and an allowance of up to 30% of the employee's basic salary for temporarily replacing a colleague, proportionate to the relevant period. 9. The facility provides additional benefits beyond statutory requirements, including financial allowances for marriage (EUR 300), childbirth (EUR 250), a child's first school year (EUR 100) and the death of a close family member (EUR 250). In the event of an employee's death, the family receives a one-off payment equivalent to the employee's average monthly earnings. 10. Additional employee benefits include private health insurance following the probationary period, accident insurance from the first working day, Christmas gift packages for employees' children up to the age of 10, and company-supported team-building and sporting activities. These additional benefits were recorded as a Good Example under workplace requirement 5.B. Evidence examined: Internal payroll/remuneration procedures Employee Handbook – Livonia Print Employment contracts Personnel files Payroll records Payslips Working time and attendance records Records of statutory deductions Employee benefits and allowance arrangements Benefit and leave records

← Code area 4

Code area 5.A →

Worker interviews	
HR/management interviews	

← Code area 4

Code area 5.A →

Findings: good examples

ZAF601670579

Good example

Code area

5 Legal wages are paid

Workplace requirement

5.B Ensure that workers receive the insurances and benefits (including leave entitlements) they are legally or contractually entitled to.

Description

The facility has established an employee welfare programme providing additional financial and non-financial benefits beyond statutory requirements. These include financial allowances for marriage (EUR 300), childbirth (EUR 350), a child's first school year (EUR 100), and the death of a close family member (EUR 350). In the event of an employee's death, the family receives a one-off payment equivalent to the employee's average monthly earnings.

Starting in 2026, the facility provides private health insurance from the first day of employment, in addition to accident insurance from the first working day. Employees also receive an annual contribution of up to EUR 75 towards vision correction aids, subject to applicable conditions.

Additional benefits include Christmas gift packages for employees' children up to the age of 10 and opportunities to participate in company-supported team-building and sporting activities.

These measures demonstrate the facility's commitment to employee wellbeing, family support and financial security beyond statutory requirements.

Evidence examined:

Employee Handbook – Livonia Print
Internal procedure
Documented employee benefits and allowance arrangements
Management interviews
Employee interviews

ZAF601670585

Good example

Code area

5 Legal wages are paid

← Code area 5

Code area 5.A →

Good example

ZAF601670585

Workplace requirement

5.B Ensure that workers receive the insurances and benefits (including leave entitlements) they are legally or contractually entitled to.

Description

The facility provides complimentary vitamins and sweets to employees every day of the week as part of its employee wellbeing initiatives. This voluntary benefit demonstrates the company's commitment to employee care and creating a positive working environment beyond statutory requirements.

Evidence examined:

Photographic evidence
On-site observation

Evidence



vitamins_for_employees.png

5. Legal wages are paid

Data points

What is the basic wage paid to workers?	Wages meet a living wage The legal minimum wage
Does the site use digital payment methods (i.e. money paid directly into a bank account) to pay workers?	Only digital payments
How much as a percentage of their pay does a worker receive as 'payment-in-kind' benefits?	None
Where the site has undertaken a Living Wage gap analysis against a credible Benchmark which Benchmark have they used?	Anker Reference Value Methodology

Worker renumeration

Which benefits are provided to permanent or full-time workers that are not provided to temporary or part-time workers?	Not applicable

Summary information

Is legal wage/legally recognised CBAs data available for any of these options?	Monthly
Is actual wage data available on site for any of these options?	Monthly

← Code area 5

Code area 5.A →

Maximum legal working hours	**Max hours per day**	12.0
	Max hours per week	40.0
	Max hours per month	Non applicable
Actual required working hours	**Required hours per day**	12.0
	Required hours per week	Non applicable
	Required hours per month	Non applicable
Maximum legal overtime hours	**Max hours per day**	4.0
	Max hours per week	Non applicable
	Max hours per month	Non applicable
Actual overtime hours	**Max hours per day**	Non applicable
	Max hours per week	4.0
	Max hours per month	32.0
Minimum legal wage	**Min per hour**	Non applicable
	Min per day	Non applicable
	Min per week	Non applicable
	Min per month	780.0
Actual minimum wage	**Actual per hour**	Non applicable
	Actual per day	Non applicable
	Actual per week	Non applicable
	Actual per month	1000.0

← Code area 5

Code area 5.A →

Minimum legal overtime wage	**Min per hour**	8.86
	Min per day	Non applicable
	Min per week	Non applicable
	Min per month	Non applicable
Actual minimum overtime wage	**Actual per hour**	11.3
	Actual per day	Non applicable
	Actual per week	Non applicable
	Actual per month	Non applicable

Wage analysis

Number of workers' records checked	126
Provide the date and details of the records	126 records sampled from 3 months (42 records sampled from September 2026 (current); 42 records sampled from May 2026 (no peak season); 42 records sampled from March 2026 (random).
Are there different legal minimum/ legally recognised CBAs wage grades?	No
For the lowest paid workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum/ legally recognised CBAs?	Above legal minimum
Indicate the breakdown of workforce per earnings	100% of workers were paid above the legal minimum.
Are there any bonus schemes used?	Yes Quality and presence bonus is paid.

← Code area 5

Code area 5.A →

Were accurate records shown at the first request?	Yes
Were any inconsistencies found?	No

← Code area 5

Code area 5.A →

5.A. Living wages are paid

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
No findings			

Systems and evidence examined to validate this code section	Current systems: 1. The facility is aware of the concept of living wages and has established a process for assessing living wage levels using the Anker methodology. 2. The facility conducted a Living Wage Gap Analysis for 2026, establishing a net living wage benchmark of EUR 1,117 per month. 3. The HR Director presented the living wage calculation and relevant wage information during the audit. 4. The average net monthly wage at the facility was EUR 1,419, while the lowest net monthly wage identified in the reviewed sample was EUR 1,150. 5. Based on the presented living wage assessment and sampled payroll information, no living wage gap was identified among the workers reviewed during the audit. Evidence examined: Living Wage Gap Analysis 2026 (Anker methodology) Living wage benchmark calculation Payroll records Payslips HR Director interview

← Code area 5

Code area 6 →

6. Working hours are not excessive

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems

← Code area 5.A

Code area 7 →

Management systems

Explanation for management systems grades	The facility has established policies and procedures governing working hours, rest periods and overtime in accordance with applicable requirements. Working-time requirements are addressed through internal company rules and employment documentation, which are maintained and periodically reviewed by management and the HR function. Responsibility for working-time management is assigned to the HR function, with appropriate resources and systems in place for recording and controlling working hours. Working time is recorded through an electronic time and attendance system. Working-time requirements, including applicable working schedules, rest periods and overtime arrangements, are communicated to employees through employment documentation, internal communication and relevant instructions. Managers and supervisors are responsible for ensuring that established working-time requirements are followed. The effectiveness of the working-time system is monitored by the HR function through regular review of electronic attendance records and working-time data. Working hours and overtime are reviewed to identify potential deviations from established schedules and applicable limits and to ensure appropriate corrective action where necessary. Policies and procedures, assigned responsibilities and resources, communication arrangements and monitoring mechanisms are appropriately established and implemented, supporting a Robust Management System.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
No findings			

← Code area 5.A

Code area 7 →

Systems and evidence examined to validate this code section	Current systems: 1. The facility has established working-time arrangements in accordance with Latvian labour legislation and internal company regulations. Standard working hours are 40 hours per week, excluding overtime. 2. Different working schedules are applied depending on the department. Digital printing operates three shifts: 07:00–15:00, 15:00–23:00 and 23:00–07:00. 3. Other production departments, including offset printing, binding, folding, maintenance, internal logistics, warehouse operations and finishing, operate 12-hour shifts from 07:00–19:00 and 19:00–07:00. Different shift rotation patterns, including 3+3 and 4+4, are applied. 4. The facility operates a three-month working-time accounting period (summarised working time system). Overtime is calculated and compensated at the end of the relevant accounting period in accordance with applicable legal requirements. 5. Working hours, shift schedules and overtime are recorded and monitored through an electronic time and attendance system. HR and responsible management personnel review working-time records to ensure compliance with applicable requirements. 6. Employees receive scheduled breaks and rest periods in accordance with their working arrangements. Worker interviews confirmed that employees receive at least one day off within each seven-day period. 7. The reviewed working-time sample indicated a maximum of 44 working hours in a single week, including overtime. No excessive working hours were identified in the reviewed sample. 8. Employees interviewed confirmed that working schedules and overtime arrangements are communicated and that overtime is compensated according to applicable legal requirements. 9. The audit review included attendance and payroll records sampled from March, May and September 2026, with 42 records reviewed for each month (126 records in total). The sampled months were selected within the 12-month review period. Evidence examined: Internal Work Regulations Employment contracts Shift schedules Electronic attendance records Working-time accounting records Overtime records and payroll documentation Management interviews Confidential worker interviews

← Code area 5.A

Code area 7 →

6. Working hours are not excessive

Data points

Is the sample size the same as in the wages section?	Yes
Normal day overtime premium as a percentage of standard wages	200%
If the site pays an overtime premium of less than 125% and this is allowed under local law, are there other considerations?	Not applicable.
Excluding overtime, what are the regular working hours per week for workers at this site?	40.0
Including overtime, what is the average number of working hours per week for full-time workers at this site?	42.0
In the sample, what was the maximum number of hours worked in a single week, including overtime, for any worker at this site?	44.0
Maximum number of days worked without a day off in sample	5

← Code area 6

Code area 7 →

7. No discrimination is practiced

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems

← Code area 6

Code area 8 →

Management systems

Explanation for management systems grades	The company has established an Anti-Discrimination and Equal Opportunity Policy covering recruitment, employment, promotion, remuneration and other relevant employment practices. The policy establishes principles of equal treatment and prohibits discrimination in employment. Responsibility for implementation is assigned to the HR function and relevant managers and supervisors. Appropriate responsibilities and resources are established to support consistent application of equal opportunity and non-discrimination requirements throughout employment processes. Anti-discrimination and equal opportunity requirements are communicated to relevant employees and managers through internal communication and training. Managers involved in recruitment and employment decisions are informed of the applicable equal treatment principles and requirements. The effectiveness of the system is monitored by HR, managers and supervisors through review of relevant employment and HR records, employee feedback and employee satisfaction measurements. Recruitment, remuneration and promotion practices are also reviewed to identify potential inequalities and ensure continued implementation of equal treatment principles. Policies and procedures, assigned responsibilities and resources, communication and training arrangements, and monitoring mechanisms are appropriately established and implemented, supporting a Robust Management System

Summary of findings

Code area	Workplace requirement	Area of NC	Finding

No findings

← Code area 6

Code area 8 →

Systems and evidence examined to validate this code section	Current systems: 1. Principles of non-discrimination, equal treatment and equal opportunity are incorporated into the corporate Code of Ethics and relevant internal company rules and HR procedures. 2. The requirements apply to recruitment, employment, remuneration, access to training, promotion, termination and other employment-related decisions. Responsibility for implementation is assigned to HR and relevant managers and supervisors. 3. Employees have access to internal channels for reporting discrimination or other inappropriate behaviour, including direct communication with HR/management and an online reporting system allowing anonymous reporting. 4. Confidential worker interviews did not identify concerns relating to discrimination or unequal treatment. 5. No evidence of discriminatory employment practices was identified during the documentation review or worker interviews. Evidence examined: Corporate Code of Ethics Internal HR policies and procedures Recruitment documentation Personnel files Employment contracts Payroll records Internal reporting mechanisms Worker and management interviews

← Code area 6

Code area 8 →

7. No discrimination is practiced

Data points

Percentage of women workers in skilled or technical roles (e.g. where specific qualifications are needed, such as engineer/laboratory analyst)?	16%
Representation of women in managerial roles (ratio of women workers to women managers)	1%
Representation of women in supervisory roles (ratio of women workers to women supervisors)	12%
Three most common nationalities in managerial and supervisory roles	Latvian.

← Code area 7

Code area 8 →

8. Regular employment is provided

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems

← Code area 7

Code area 8.A →

Management systems

Explanation for management systems grades	The company has established HR policies and procedures governing regular employment, employment contracts and employment conditions in accordance with applicable requirements. The procedures define the process for establishing, documenting and maintaining employment relationships and related personnel records. Responsibility for implementation is assigned to the HR function, with competent personnel and appropriate resources in place to manage employment contracts, personnel documentation and changes to employment conditions. Relevant employment requirements and conditions are communicated to employees through employment contracts, onboarding processes and internal HR communication. Managers involved in recruitment and employment processes are informed of the applicable HR procedures and requirements. The effectiveness of the system is monitored by the HR function through regular review of employment contracts, personnel files and employment records. HR monitors employment arrangements to ensure that established procedures are consistently applied and that employment relationships remain appropriately documented. Policies and procedures, assigned responsibilities and resources, communication arrangements and monitoring mechanisms are appropriately established and implemented, supporting a Robust Management System.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
No findings			

← Code area 7

Code area 8.A →

Systems and evidence examined to validate this code section	Current systems: 1. Employees are provided with legally recognised employment relationships documented through written employment contracts. 2. Employment conditions and relevant changes are formally documented and maintained by the HR function. 3. Internal HR procedures govern recruitment, employment contracts, personnel documentation and changes to employment conditions. 4. No evidence was identified that alternative employment arrangements are used for the purpose of avoiding employer obligations relating to regular employment, statutory benefits or social security. 5. Sampled personnel documentation and worker interviews confirmed that employment relationships were appropriately established and documented. Evidence examined: Employment contracts Personnel files Employee master list Internal HR procedures Payroll records Working-time records Worker and management interviews

← Code area 7

Code area 8.A →

8. Regular employment is provided

Data points

Percentage of workers that are permanently or temporarily employed	100.0%
Percentage of workers that have been engaged via irregular, sub-contracted or non-employment models of labour, rather than permanent or temporary contracts of employment	0.0%
Percentage of workers employed as apprentices, trainees or interns	0.0%

← Code area 8

Code area 8.A →

8.A. Sub-contracting and homeworkers are used responsibly

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems

← Code area 8

Code area 9 →

Management systems

Explanation for management systems grades	The facility does not use subcontracted workers or homeworkers in its production processes. All core production activities are performed by directly employed personnel. No homeworkers are engaged either directly by the facility or within its supply chain. External contractors are occasionally engaged for specific technical services, maintenance and servicing of equipment. These activities are provided on a temporary or as-needed basis and do not constitute subcontracting of the facility's core production operations. Responsibility for the selection and coordination of external service providers is assigned to the relevant departments and management personnel. External contractors are expected to comply with applicable legal requirements and relevant site rules, including occupational health and safety requirements. Relevant operational and safety requirements are communicated to external contractors as applicable to the services performed. Responsible internal personnel coordinate and oversee external service activities where necessary. The facility maintains oversight of external service providers through the responsible departments. No subcontracted production activities or homeworkers, including within the supply chain, were reported or identified during the audit. The established arrangements for managing external service providers, together with the absence of production subcontracting and homeworkers, support a Robust Management System.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
No findings			

← Code area 8

Code area 9 →

Systems and evidence examined to validate this code section	Current systems: 1. The facility does not use homeworkers and no production activities are outsourced to subcontractors. 2. No subcontracted production or homeworking arrangements were identified during the audit. 3. Production of the audited products is carried out within the facility's own operations. 4. The absence of subcontracted production and homeworking was confirmed through management interviews, documentation review and observations made during the site tour. Evidence examined: Production/process information Supplier/service-provider information where relevant Management interviews Facility tour Documentation review

← Code area 8

Code area 9 →

8.A. Sub-contracting and homeworkers are used responsibly

Data points

Are homeworkers employed directly or engaged through an agent?	Not applicable
Gender disaggregated data available	

Number of homeworkers used

	Men	Women	Other	Total
Number of workers	-	-	-	-

What processes are carried out by homeworker?	
Are full records of homeworkers available at the site?	
Does the supplier buy products or services from suppliers that use homeworkers?	No The factory does not buy products from suppliers using homeworkers.

Sub-contracting

Are there any concerns about unrecorded work or undeclared sub-contracting on site, giving considerations to the workers' capacity?	No There were no subcontractors in use for the Client'1s product production

← Code area 8.A

Code area 9 →

Are any sub-contractors used?	No

← Code area 8.A

Code area 9 →

9. No harsh or inhumane treatment is allowed

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems

← Code area 8.A

Code area 10.A →

Management systems

Explanation for management systems grades	The company has established policies and procedures prohibiting physical, verbal, sexual and psychological harassment, abuse, intimidation and other forms of harsh or inhumane treatment. Requirements relating to appropriate workplace behaviour and disciplinary practices are also addressed through the company's internal rules and Code of Conduct. Responsibility for implementation is assigned to the HR function, Compliance function and relevant managers and supervisors. Appropriate responsibilities are established for handling reported concerns and ensuring that disciplinary processes are applied in accordance with company requirements. Relevant requirements on appropriate workplace behaviour, prevention of harassment and available reporting channels are communicated to employees through internal policies, onboarding, training and established communication channels. Employees have access to mechanisms for raising concerns or reporting inappropriate behaviour. The effectiveness of the system is monitored through review of reported concerns, disciplinary cases, employee feedback and relevant HR and compliance records. HR and management review identified issues and follow-up actions to ensure that the established requirements are effectively implemented. Policies and procedures, assigned responsibilities and resources, communication arrangements and monitoring mechanisms are appropriately established and implemented, supporting a Robust Management System.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
No findings			

← Code area 8.A

Code area 10.A →

Systems and evidence examined to validate this code section	Current systems: 1. Requirements prohibiting physical, verbal, sexual and psychological harassment, intimidation, abuse and other forms of harsh or inhumane treatment are incorporated into the corporate Code of Ethics and relevant internal company rules. 2. Appropriate workplace behaviour and disciplinary requirements are managed internally by HR and relevant managers and supervisors. 3. Employees have several mechanisms for raising concerns, including direct contact with HR, the management open-door approach and the online reporting system, which also enables anonymous reporting. 4. Employees interviewed stated that they are treated appropriately and respectfully by management and supervisors. 5. No cases of harassment, abusive treatment, inappropriate disciplinary practices or physical punishment were reported during confidential worker interviews. 6. No disciplinary fines or unlawful wage deductions were identified. Evidence examined: Corporate Code of Ethics Internal Work Regulations Relevant HR procedures Grievance/reporting arrangements Disciplinary records Worker interviews Management interviews

← Code area 8.A

Code area 10.A →

9. No harsh or inhumane treatment is allowed

Data points

Is there a formal process for workers to report concerns, complaints, or problems ('grievance mechanism')?	Yes, there is a formal grievance process The grievance process is available to all workers The grievance process is available to members of the local community
What type of grievance mechanism(s) are available?	Anonymous web-based grievance platform.
Number of grievances raised in the last 12 months	0
Number of grievances resolved in the last 12 months	0

← Code area 9

Code area 10.A →

10.A. Environment 2-Pillar

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems

← Code area 9

Code area 10.B →

Management systems

Explanation for management systems grades	The facility has established environmental policies and procedures covering applicable legal requirements, energy and resource management, waste management and other environmental aspects relevant to its operations. Environmental requirements are incorporated into the company's established management processes and are periodically reviewed to maintain compliance with applicable requirements. Environmental responsibilities are assigned to competent personnel with appropriate authority and resources for implementation of environmental requirements, monitoring of environmental performance and management of relevant environmental documentation. Environmental policies, procedures and operational requirements are communicated to relevant employees through internal communication and regular environmental training. Responsible personnel receive information and instructions relevant to the environmental aspects associated with their activities. The effectiveness of the environmental management system is monitored through internal reviews, environmental performance data, compliance monitoring and ESG reporting processes. Relevant environmental indicators and compliance obligations are periodically reviewed by responsible personnel and management to identify potential deviations and opportunities for improvement. Policies and procedures, assigned responsibilities and resources, communication and training arrangements, and monitoring mechanisms are appropriately established and implemented, supporting a Robust Management System.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
10.A. Environment 2-Pillar	10.A.A Remain aware of the local, regional an...		GE ZAF601670580

← Code area 9

Code area 10.B →

Systems and evidence examined to validate this code section	Current systems: 1. Environmental requirements relevant to the facility are managed through established internal processes and the corporate-level Environmental Management System. The facility is certified base on ISO 14001. 2. Relevant environmental legal requirements relating to waste, energy, water, chemicals and other environmental aspects of the facility's operations are identified and managed by responsible personnel. 3. Waste is segregated and managed through established arrangements and employees receive relevant environmental instructions applicable to their work. 4. Chemicals and hazardous substances used at the facility are managed through established procedures and relevant Safety Data Sheets and safety information are maintained. Evidence examined: Corporate EMS documentation ISO14001 certificate Environmental procedures Applicable environmental legal/permit documentation Waste-management documentation Chemical documentation and SDS Energy records Documentation relating to photovoltaic installations Facility tour Management interviews Worker interviews

← Code area 9

Code area 10.B →

Findings: good examples

ZAF601670580

Good example

Code area

10.A Environment 2-Pillar

Workplace requirement

10.A.A Remain aware of the local, regional and national environmental laws relating to the site, and have clear processes around how these laws are updated and communicated.

← Code area 10.A

Code area 10.B →

ZAF601670580

Good example

Description

← Code area 10.A

Code area 10.B →

Good example

ZAF601670580

The facility demonstrates a strong commitment to environmental protection, responsible sourcing, energy efficiency and carbon footprint monitoring through internationally recognised certifications and environmental initiatives.

The facility maintains a certified Environmental Management System in accordance with ISO 14001:2015, certified by Bureau Veritas Certification (Certificate No. LV009295, valid until 21 June 2028).

The facility also holds ClimateCalc™ certification in accordance with ISO 14064-1 / ISO 16759, covering carbon footprint calculation for prepress, printing and finishing activities. The certification was approved by ECOGRAFE and the International Association ClimateCalc (Certificate No. CC-000090/LV, valid until 5 May 2027).

Furthermore, the facility holds the Nordic Swan Ecolabel for printing companies and printed matter, issued by Ecolabelling Sweden (Licence No. 3041 0893, valid until 31 December 2027).

Responsible sourcing of paper materials is supported by FSC Chain of Custody certification, issued by Preferred by Nature (Certificate No. PBN-COC-012296, FSC Licence Code FSC-C002795, valid until 9 January 2028), and PEFC Chain of Custody certification, issued by VIDES KVALITĀTE (Certificate No. VK-PEFC-COC-0009, valid until 12 December 2026).

In addition, the facility's environmental initiatives include the use of electricity from renewable sources. The POWERED BY GREEN certificate, issued by Latvenergo AS / Elektrum to Livonia Energy SIA (Registration No. 40203462723, valid until 30 April 2027), confirms the purchase of electricity generated from 100% renewable energy sources in Latvia.

These certifications and initiatives demonstrate the facility's systematic approach to environmental management, sustainable book manufacturing, responsible sourcing, greenhouse gas emissions monitoring and continuous environmental improvement beyond basic statutory requirements.

Evidence examined:

ISO 14001:2015 Certificate No. LV009295
ClimateCalc Certificate No. CC-000090/LV
Nordic Swan Ecolabel Licence No. 3041 0893
FSC Chain of Custody Certificate No. PBN-COC-012296
PEFC Chain of Custody Certificate No. VK-PEFC-COC-0009
POWERED BY GREEN Certificate – Livonia Energy SIA
Livonia Print Sustainability Report 2025

← Code area 10.A

Code area 10.B →

ZAF601670580

Good example

Evidence



PEFC_certificate.png



FSC_certificate.png



Energy_certicate.png



Ecolable_certificate.png



ClimateCalc_certificate.png



ISO14001_certificate.png

← Code area 10.A

Code area 10.B →

10.A. Environment 2-Pillar

Data points

Has the site received an official notice, fine or prosecution for any non-compliances with environmental legislation, regulation, consent or permits (within the last three years)?	No
Does the site have any valid environmental or energy management certificates?	ISO 14001 (Nr. LV009295, valid till June 21, 2028), ISO 50001 (Nr. LV009296, valid till June 16, 2028)
Are there any other sustainability certifications present (e.g. Forest Stewardship Council (FSC), Marine Stewardship Council (MSC)?	Yes FSC (Nr. PBN-COC-012296, valid till January 9, 2028) and PEFC (Nr. VK-PEFC-COC-009, valid till December 12, 2026)
Has the site implemented or made plans to implement any adaptive measures to protect workers from the impact of climate change?	Yes Breaks and potable water are provided.

← Code area 10.A

Code area 10.B →

10.B. Environment 4-Pillar

Summary of findings

Code area	Workplace requirement	Area of NC	Finding
10.B. Environment 4-Pillar	10.B.E Identify and monitor potential negativ...		GE ZAF601670581
	10.B.E Identify and monitor potential negativ...		GE ZAF601670582

← Code area 10.A

Code area 10.C →

Systems and evidence examined to validate this code section	Current systems: 1. Livonia Print SIA has established an Environmental Management System certified according to ISO 14001:2015, covering book manufacturing activities. Environmental responsibilities, policies and procedures are defined within the management system. 2. The facility identifies and evaluates environmental aspects and impacts associated with its operations, including energy and water consumption, waste generation, air emissions, chemical handling and the use of raw materials. 3. Environmental risks and impacts are assessed, and preventive and mitigation measures are implemented through established operational controls, environmental objectives and monitoring activities. 4. The facility maintains an Energy Management System certified according to ISO 50001:2018, supporting systematic energy monitoring, energy efficiency improvements and continuous improvement of energy performance. 5. Waste is collected, segregated and managed through established waste management arrangements. Hazardous substances and waste are managed according to applicable environmental and safety requirements. 6. The facility monitors greenhouse gas emissions and carbon footprint calculations using the ClimateCalc methodology in accordance with ISO 14064-1 and ISO 16759. 7. Responsible sourcing of paper materials is supported by FSC and PEFC Chain of Custody certifications. The facility also holds the Nordic Swan Ecolabel for printing companies and printed matter. 8. Environmental performance, sustainability objectives and identified impacts across the company's operations and value chain are addressed in the Livonia Print Sustainability Report 2025, including the Double Materiality Assessment and environmental improvement measures. 9. The facility has established environmental management, monitoring and reporting arrangements to support legal compliance, pollution prevention, resource efficiency and continuous improvement. The certified management systems and environmental initiatives were recorded as Good Examples under Section 10.B. Evidence examined: Environmental Management System documentation ISO 14001:2015 Certificate ISO 50001:2018 Certificate Livonia Print Sustainability Report 2025 ClimateCalc Certificate – ISO 14064-1 / ISO 16759 FSC and PEFC Chain of Custody Certificates Nordic Swan Ecolabel Licence Environmental aspects and impacts assessment Environmental objectives and monitoring records Waste management documentation

← Code area 10.A

Code area 10.C →

Management interviews

← Code area 10.A

Code area 10.C →

Findings: good examples

ZAF601670581

Good example

Code area

10.B Environment 4-Pillar

Workplace requirement

10.B.E Identify and monitor potential negative environment impacts of operations and supply chain and have in place systems that prevent, mitigate or remedy the impacts of their own operations.

← Code area 10.B

Code area 10.C →

Good example

ZAF601670581

Description

Livonia Print SIA has established a sustainability management and reporting framework, as documented in its Sustainability Report 2025. The company conducts a Double Materiality Assessment in line with the European Sustainability Reporting Standards (ESRS), covering its own operations and upstream and downstream value chain, including suppliers, logistics providers and customers.

The assessment identifies and evaluates environmental impacts and risks associated with climate change, energy consumption, pollution, resource use, waste generation, biodiversity and responsible sourcing of raw materials, particularly paper.

The company establishes environmental objectives, measurable Key Performance Indicators (KPIs) and action plans to monitor environmental performance and support continuous improvement. Environmental measures include waste segregation and recycling, energy efficiency improvements, the use of renewable electricity, greenhouse gas emissions monitoring and cooperation with suppliers to reduce environmental impacts throughout the supply chain.

According to the Sustainability Report 2025, more than 96% of generated waste was recycled or reused, and the company has sourced 100% renewable electricity since March 2021. The company also monitors Scope 1, 2 and 3 greenhouse gas emissions and has established environmental improvement targets for 2026–2030.

Environmental performance, identified impacts and progress towards established objectives are documented and publicly communicated through the company's sustainability reporting process.

Evidence examined:

Livonia Print Sustainability Report 2025
https://www.livoniaprint.lv/uploads/reports/12/livonia-print-sustainability-report-2025-web.pdf
Double Materiality Assessment
Environmental objectives and KPIs disclosed in the Sustainability Report
Environmental performance and GHG emissions data disclosed in the Sustainability Report
Supply chain and responsible sourcing information disclosed in the Sustainability Report

Good example

ZAF601670582

Code area

10.B Environment 4-Pillar

← Code area 10.B

Code area 10.C →

ZAF601670582

Good example

Workplace requirement

10.B.E Identify and monitor potential negative environment impacts of operations and supply chain and have in place systems that prevent, mitigate or remedy the impacts of their own operations.

Description

The facility has implemented and obtained third-party certification of its Energy Management System in accordance with ISO 50001:2018, demonstrating a structured approach to energy management and continual improvement of energy performance.

The certification was issued by Bureau Veritas Certification on 17 June 2025 and covers book manufacturing operations at Livonia Print SIA, Riga. The certificate remains valid until 16 June 2028, subject to continued conformity with the standard.

The implementation of ISO 50001 demonstrates the facility's commitment to systematic energy monitoring, improved energy efficiency and the reduction of environmental impacts associated with energy consumption, beyond basic statutory compliance requirements.

Evidence examined:

ISO 50001:2018 Certificate No. LV009296 valid until 16-06-2028
Certification scope: Book Manufacturing
Livonia Print Sustainability Report 2025
Management interviews

Evidence



ISO50001_certificate.png

← Code area 10.B

Code area 10.C →

10.B. Environment 4-Pillar

Data points

Has the site conducted a risk assessment on the environmental impact of the site, including implementation of controls to reduce identified risks?	Yes
What additional specific environmental policies does the site capture?	Circular economy and resource efficiency Zero-waste and recycling protocols Responsible use and management of water Packaging optimization Other (provide details) Sustainable material sourcing Switching to renewable energy sources Responsible Cooperation - collaborates only with licensed waste management companies that hold the necessary permits from the State Environmental Services and align with Livonia Prins environmental principles.
Is there a system for managing client's requirements and legislation in the destination countries regarding environmental and chemical issues?	Yes Managed by the Quality department, if therer is a requirement by the Client.
Does the site have reduction targets in place to manage climate related risks?	Yes, to reduce scope 1 greenhouse gases (GHGs) Yes, to reduce scope 2 greenhouse gases (GHGs) Yes, to reduce scope 3 greenhouse gases (GHGs)
Are any of these science-based targets?	No, and we do not intend to set one in the next two years
Does the site have reduction targets in place for environmental aspects (e.g. water consumption and discharge, waste, energy and green-house gas emissions: (Scope 1, 2 & 3))?	Yes Decrease Scope 1, Scope 2 and Scope 3 emissions

← Code area 10.B

Code area 10.C →

Has the site checked that any sub-contracting agencies or business partners operating on the premises have the appropriate permits and licences and are conducting business in line with environmental expectations of the facility?	Not Applicable

Usage/discharge analysis

	Last full calendar year (2025)	Previous full calendar year (2024)
Total electricity consumption from non-renewable sources (kWh)	0	0
Total electricity consumption from renewable sources (kWh)	9,666,012	9,490,362
Sources of renewable energy used	Other (provide details) Grid electricity	Other (provide details) Grid electricity
Types of renewable energy used	Wind Hydroelectric Other (provide details) Wind	Wind Hydroelectric Other (provide details) Wind
Total natural gas consumption (kWh)	3,150,370	3,335,180
Usage of other purchased fuels	LPG - 8 t for forklifts	LPG - 7,66 t for forklifts
Has the site completed any carbon footprint analysis?	Yes **Scope 1:** 613 (tCO_2e) **Scope 2:** 0 (tCO_2e) **Scope 3:** 37354 (tCO_2e)	Yes **Scope 1:** 726 (tCO_2e) **Scope 2:** 0 (tCO_2e) **Scope 3:** 34664 (tCO_2e)

← Code area 10.B

Code area 10.C →

Water sources	Water from local deep well (borehole)	Water from local deep well (borehole)
Does the site use mercury or mercury compounds?	No	No
Water volume used (m3)	16,414	13,952
Water discharged	Sewerage or treated as hazardous waste	Sewerage or treated as hazardous waste
Water volume discharged (m3)	16,414	13,952
Water volume recycled (m3)	0	0
Total waste produced (mt)	8,800	7,477
Total hazardous waste produced (mt)	373.5	347.4
Waste to recycling (mt)	8,175	6,915
Waste to landfill (mt)	181	108
Waste to other (mt)	443.1	409.6
Total product produced (mt)	18,503.4	18,043.9

← Code area 10.B

Code area 10.C →

10.C. Business ethics

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems

← Code area 10.B

Management systems

Explanation for management systems grades	The facility has established policies and procedures addressing business ethics, anti-bribery, anti-corruption, conflicts of interest and responsible business conduct. These requirements are supported by the company's Corporate Social Responsibility and Business Ethics Policy and applicable internal rules and procedures. Responsibility for business ethics and compliance is assigned to relevant management personnel, including the HR function and senior management, who are responsible for implementing ethical business practices and addressing identified concerns. Business ethics requirements are communicated to employees through internal policies, established communication channels and relevant employee training. Employees are informed about expected standards of ethical conduct and the available mechanisms for raising concerns related to unethical behaviour or potential violations. The effectiveness of the system is supported by management oversight, internal communication arrangements and the review of reported concerns and identified compliance issues. Relevant matters are addressed by responsible management personnel, with corrective actions implemented where necessary. Policies and procedures, assigned responsibilities, communication arrangements and management oversight mechanisms are established to support the implementation of the facility's business ethics and compliance requirements.

Summary of findings

Code area	Workplace requirement	Area of NC	Finding

No findings

← Code area 10.B

Systems and evidence examined to validate this code section	Current systems: 1. The facility demonstrates a clear understanding of and full compliance with all relevant legislation relating to bribery, corruption, fraud, and unethical business practices. 2. Regular risk assessments are conducted to identify potential exposure to bribery or corruption, and appropriate internal controls have been implemented to mitigate these risks. 3. A formal Business Ethics Policy, covering anti-bribery and anti-corruption, is active and systematically communicated to all employees and high-risk external parties, including the site's suppliers. 4. Target business ethics training is provided to workers at all levels within roles that have greater exposure to these risks, such as sales, purchasing, management, and logistics. 5. The facility has developed a transparent, confidential, and anonymous reporting mechanism (whistleblowing channel) that allows safe reporting and investigation of unethical practices without fear of retaliation. 6. Personal data is obtained, processed, and stored strictly with appropriate consents and access controls in full compliance with legislative requirements (such as GDPR). 7. The facility demonstrates full awareness of and compliance with fiscal legislation, supported by regular independent third-party financial audits. No fines or prosecutions related to business ethics have been recorded. 8. The company holds and securely stores all valid legal licenses, land-use permissions, and titles relating to the ownership or leasing of the land where the site operates. Evidence examined: 1. Business Ethics Policy, Anti-Bribery and Anti-Corruption Policy, and Code of Conduct 2. Whistleblowing Policy and documentation detailing the anonymous reporting channels (e.g., digital portal, secure trust box) 3. Training logs, attendance lists, and presentation materials for business ethics training (focused on purchasing, sales, and logistics departments) 4. Risk assessment registry for fraud, bribery, and compliance risks 5. Supplier contracts and codes of conduct demonstrating communication of ethical requirements to business partners 6. Independent third-party financial audit reports and statutory tax compliance certificates 7. Data Protection Policy (GDPR compliance manual), employee consent forms, and IT security access logs 8. Land registry certificates, lease agreements, and valid building/operational permits

← Code area 10.B

for the facility premises
9. Management, HR, and procurement interviews (to verify policy awareness and practical implementation of ethical guidelines)

← Code area 10.B

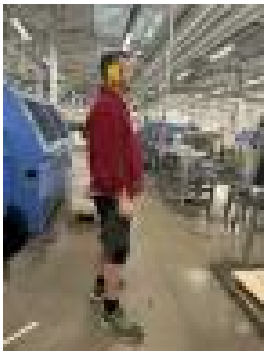
10.C. Business ethics

Data points

Has the site received an official notice, fine or prosecution for any non-compliances with business ethics legislation, regulation, consent or permits (within the last three years)?	No
Provide any certified anti-bribery management systems for the site	None.

← Code area 10.C

Attachments



Protective_equipments.jpg



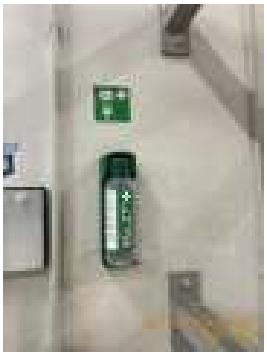
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Clearly_Marked_Internal_Pedestrian_Walkway.JPG



Break_room_2.JPG



Eye_wash_kit.JPG



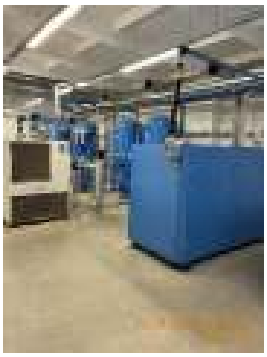
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Electrical_box.JPG



Compressor_Room.JPG



Absorbent_Spill_Kit.JPG



Waste_sorting_production_area.JPG



Changing_room.JPG



Protective_equipment_1.JPG



Shower_Facilities.JPG



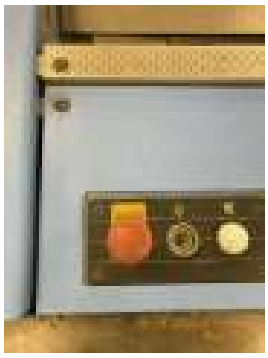
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First_aid_kit_1.JPG



Printing_Ink_Storage_Area.JPG



Emergency_botton.JPG



Main_entrance.JPG



Evacuation_plan.JPG



Safety_data_sheet.JPG



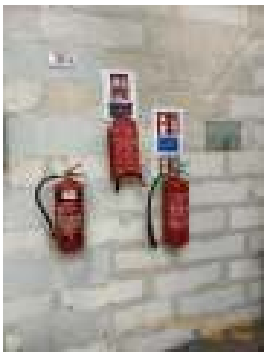
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Ventilation_system_production.JPG



Drinking_station_production.JPG



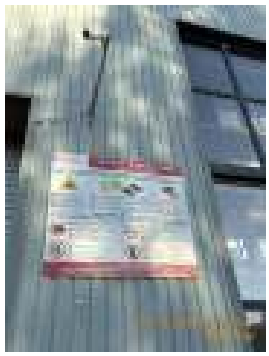
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production_area_1.JPG



Exit_fire_detector.JPG



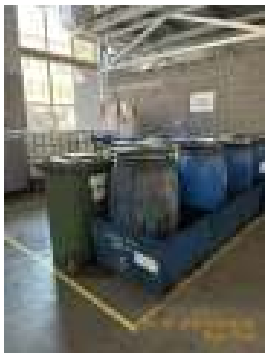
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Tool_kit.JPG



Outdoor_Waste_Storage_Area.JPG



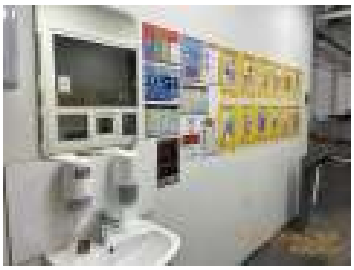
Hazard_waste_area.JPG



Information_board.JPG



Building.JPG



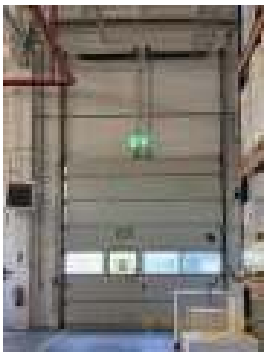
Hygiene_entry_station.JPG



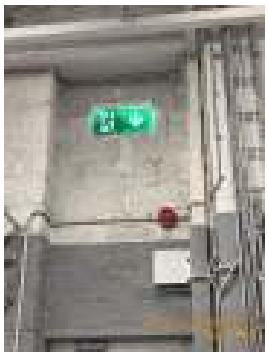
First_aid_kit_2.JPG



Evacuation_meeting_point_outsite.JPG



Emergency_exit.JPG



Emergency_lighting.JPG



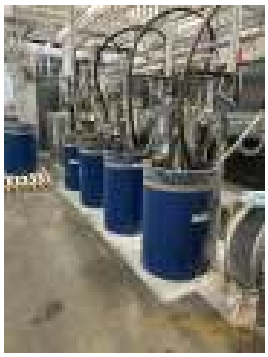
Work_in_Progress_Storage Area.JPG



Stairs.JPG



Production_chemicals_box.JPG



Chemical_production_storage_machine.JPG



Raw_material_storage.JPG



Hazard_waste_sorting_area_and_labeling.JPG



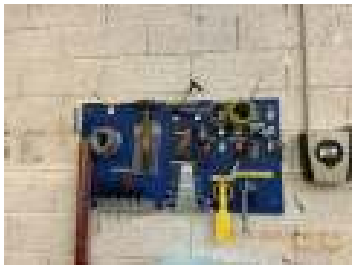
General_waste_area.JPG



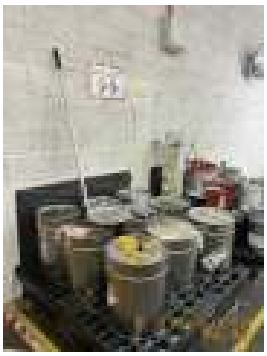
Fire_alarm_instruction.JPG



Sprinkler_system.JPG



Organised_Tool_Board.JPG



Chemical_storage_paiting_area.JPG



Material_storage.JPG

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