

Travel Tags

Code of Corporate Social Responsibility (CSR)

Travel Tags Corporate Social Responsibility Policy Statement

Travel Tags is committed to maintaining high standards of social and environmental responsibility, ethical conduct and continuous improvement.

Core Values

- We respect the potential and significance of every individual
- We have a passion for our customers and our work
- We believe there is always a better way
- We embrace personal, as well as shared responsibility and accountability
- We recognize trusting relationships are the foundation of our success.
- We will protect the environment and the quality of life of our colleagues, customers and community.

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Code Provisions

SOCIAL RESPONSIBILITY MANAGEMENT SYSTEM

- General Requirements
 - Travel Tags has appointed a Corporate Social Responsibility (CSR) representative that reports directly to executive management and has the responsibility and authority to manage social and environmental compliance requirements for the business.
 - Travel Tags has appointed a Corporate Social Responsibility team responsible for ensuring implementation and periodic review of its CSR management systems.
- Documentation Requirements
 - Travel Tags maintains a documented system to ensure that the provisions of this Code are effectively implemented, reviewed, and improved.
 - Travel Tags maintains records of system review (audits), corrective and preventive action, training, and other records in support of this Code.
- System Review
 - At least annually, Travel Tags will audit its Social Responsibility Management System utilizing QA-503 CSR Internal System Audit Questions. Any findings noted in the system review will be addressed utilizing the Travel Tags Electronic CPAR System

LABOR AND HUMAN RIGHTS

- Anti-Discrimination
 - It is the policy of Travel Tags to maintain a working environment free from discrimination based on an individual's race, color, creed, religion, sex, sexual orientation, gender identity, marital status, union membership, age, national origin, disability, political affiliation, or other legally protected class.
- Anti-Harassment and Abuse
 - It is the policy of Travel Tags to maintain a working environment free from offensive behavior or harassment based on an individual's race, color, creed, religion, sex, sexual orientation, gender identity, marital status, union membership, age, national origin, disability, political affiliation, or other legally protected class.
- Prevention of Involuntary Labor and Human Trafficking
 - Travel Tags does not use forced labor or engage in human trafficking.
- Prevention of Underage Labor
 - All employees must be the age of 18 or older in order to be employed by Travel Tags. Travel Tags conducts age verification in the course of its hiring process.
- Student Worker Protections
 - Travel Tags does not employ student workers, defined as a worker who is enrolled in a program at an educational institution and employed by a Supplier for an internship that is arranged by the educational institution.
- Working Hours
 - While there may be some extremely busy periods where overtime work may be needed on an extended basis, all employees are subject to the following limits:
 - Employees may not work longer than 14 consecutive hours at any time
 - Employees may not work more than 60 hours in any workweek
 - Employees will have one day of rest in seven

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- All overtime at the Travel Tags Inver Grove Heights facility is voluntary
- Wages and Benefits
 - All employees will be paid according to published policies and all applicable laws
 - All employees will be entitled to benefits as outlined in the Employee Handbook or other company authorized publications
- Freedom of Association and Collective Bargaining
 - Travel Tags operates a facility in which all employees have the right to deal directly with management with respect to their working conditions. Employees are encouraged to speak first to their supervisor, but may speak to any person in management without fear of retaliation. Travel Tags respects the rights of employees to organize as set forth in the National Labor Relations Act.

HEALTH AND SAFETY

- Occupational Health, Safety, and Hazard Prevention
 - Travel Tags has appointed an Environmental, Health, Safety and Security Manager that is authorized to ensure that Travel Tags meets or exceeds all relevant environmental, health, safety, and security standards, regulations, and best practices
- Emergency Prevention, Preparedness and Response
 - The Travel Tags Emergency Action Plan establishes a procedure that will provide for the safety of all persons within the facility and the orderly and efficient transition from normal operations to emergency and salvage operations as necessitated by natural or man-made disasters and/or emergencies.
- Incident Management
 - Travel Tags has implemented a system to investigate, determine root cause, and implement corrective action for all actual or near-miss health and safety incidents
- Ergonomic Hazard Protections
 - Travel Tags has established an Ergonomics Team that is charged with ensuring that ergonomic issues are identified and corrected
- Chemical Hazard Management
 - The Travel Tags Chemical Management Program is designed to ensure that Travel Tags' activities involving the use of chemical materials are performed in a way to protect Travel Tags employees and the general public from chemical hazards, and to ensure activities are conducted in accordance with federal, state and local environmental regulations.
- Working Conditions
 - The Travel Tags Job Hazard Analysis Program provides a guideline and specific method of instruction for training all new and/or transferred employees on the safety hazards of their job position, job procedures, and/or specified equipment.
- Health and Safety Communication
 - Travel Tags has implemented a system to communicate health and safety policies, procedures, practices, and other related information, including but not limited to: New

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Employee Orientation, employee safety orientation, safety topics at departmental and plant-wide meetings, bulletin boards, and other information dissemination methods.

- Worker Health and Safety Committees
 - Travel Tags has established a Safety Committee that encompasses the areas of Safety, Ergonomics, Emergency Responders, and Chemical Spill Responders.

ENVIRONMENT

- Hazardous Substance Management and Restriction
 - It is the policy of Travel Tags to prohibit the substance methylene chloride from entering its facility
 - It is the policy of Travel Tags to require an SDS sheet to be on file at Travel Tags before any chemical can be received into the facility
 - It is the policy of Travel Tags to review the potential health effects of high hazard chemicals in order to approve or disapprove their use.
 - It is the policy of Travel Tags to conduct an annual chemical audit of its facility
 - This audit will include those substances on customer Restricted Substance Specifications
- Non-Hazardous Waste Management
 - It is the policy of Travel Tags to manage its non-hazardous waste in the most environmentally responsible and feasible manner
- Wastewater Management
 - It is the policy of Travel Tags to evaluate its wastewater generation and ensure that it meets all applicable regulatory requirements
- Stormwater Management
 - It is the policy of Travel Tags to evaluate its stormwater generation and ensure that it meets all applicable regulatory requirements
- Air Emissions Management
 - It is the policy of Travel Tags to evaluate its air emissions and ensure that it meets all applicable regulatory requirements
- Boundary Noise Management
 - It is the policy of Travel Tags to evaluate its boundary noise and ensure that it meets all applicable regulatory requirements
- Environmental Permits and Resource Reduction
 - It is the policy of Travel Tags to determine all applicable regulatory requirements and ensure full compliance
 - It is the policy of Travel Tags to pursue process improvements that include, where possible, the reduction of energy, water, and natural resource consumption

ETHICS

- Business Integrity
 - Travel Tags will not engage in corruption, extortion, embezzlement or bribery to obtain an unfair or improper advantage. We will abide by all applicable anti-corruption laws and regulations of countries in which it operates, including the Foreign Corrupt Practices Act and applicable ant-corruption conventions.
- Disclosure of Information

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- Disclosure or use of Company or customer information is prohibited, except in the following circumstances:
 - To other employees, where required, within the scope of employment
 - To other individuals not employed by the Company upon written authorization of relevant Company Leader.
 - Employees with significant exposure to confidential information are required to execute an agreement that contains extensive provisions relating to confidentiality.
- Protection of Intellectual Property
 - Travel Tags will exercise care with customer property while it is under the company's control.
 - Under no circumstances is any material used in a project to be shared with anyone outside of Travel Tags without the express written consent of the customer.
 - Under no circumstances is any product produced by us for a customer to be used as a sample unless the customer has given us the express written consent to do so.
 - Travel Tags employees are prohibited from removing products or samples from the building without permission from the General Manager or company President
- Whistleblower Protection and Anonymous Complaints
 - Travel Tags encourages employees to bring their concerns to members of management. Travel Tags has 3 Confidential Drop Boxes that are located outside the HR office, in the kiosks by Production restrooms, and near the MultiPack in the Imaging department. Concerns may be communicated to management anonymously using these Confidential Drop Boxes.
 - Travel Tags will not tolerate retaliation against anyone who, in good faith, reports any violation of this policy or assists in an investigation.
- Community Engagement
 - We recognize it is our responsibility to help enrich our community and support the work of charitable nonprofit organizations such as the United Way and American Red Cross and other civic organizations such as the Chamber of Commerce. We encourage support of these organizations and other volunteer programs that positively impact the quality of life within our communities.
- Responsible Sourcing Of Minerals
 - Travel Tags exercises due diligence, in accordance with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas, with respect to tin, tantalum, tungsten, and gold. Travel Tags does not use any of these conflict minerals in any of its products or processes.