



BUSCH[®]
SYSTEMS

Certified



Corporation

SUSTAINABILITY & RESPONSIBLE OPERATIONS MANUAL



**GREAT
PEOPLE**
WORKING
TOGETHER
to create
**POSITIVE
CHANGE**
IN THE WORLD ♥

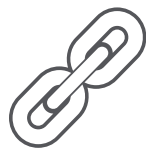


To support everyone who cares about waste diversion with leading edge products and services that maximize the quantity and quality of their recycling program.



At Busch Systems®, our core philosophy of 'People, Planet, Product' is central to our values and corporate culture. Specifically in our sustainability practices, we recognize that by constantly striving to reach a higher standard of environmental accountability, we can encourage our colleagues, suppliers and clients to do the same. By making a conscious commitment to be eco-responsible in our business practices, Busch Systems® aims to be sustainably impactful in communities on a local, national and worldwide level.

Environmentally Preferable Purchasing Policy (EPP)



PURPOSE

The purpose of this policy is to guide and support the procurement and use of materials, products, and services that adhere to and enhance our sustainability goals and practices. *

SCOPE

This policy applies to the entire procurement process which includes, but is not limited to, the evaluation, research, decision making, selection, contract management and overall development of our supply chain.

PROCEDURES AND STRATEGIES

Busch Systems will be responsible for working with vendors to identify environmentally preferable products that meet the needs of our facility and operations.

OBJECTIVES & GOALS

- Our goal is to source and replace as many products as possible that meet our criteria to continuously improve our green procurement efforts.
- Purchasing preference will be given to suppliers that meet robust third-party social and environmental certification criteria. (Examples: Certified B Corporations, Energy Star, etc.)
- Top suppliers will have an annual review to keep up to date information on supplier's environmental initiatives.
- Staff in procurement positions will be required to monitor reviews and any applicable updates from our suppliers.
- Staff in procurement roles will be responsible for tracking all purchases to ensure policy requirements are upheld.
- When possible, will purchase alternative products that do not contain hazardous materials and we commit to expanding our use of green cleaning products.
- When possible, will purchase stationary or office supplies which contain recycled content, environmental certifications, or other sustainable attributes.
- When price and quality are equal, preference will also be given to suppliers located within 80km of our head office.
- When price and quality are equal, preference will also be given to suppliers who source recycled materials.
- We commit to sustainable, durable goods when purchasing equipment such as electronics, furniture, etc.



SUSTAINABLE ENERGY MANAGEMENT

In pursuit of our vision to create a positive change in the world, Busch Systems® is committed to monitoring our energy use in order to continually improve operation standards as well as set targets to reduce future consumption. We feel that responsible energy efficiency is part of our commitment to our employees, customers and community and we aim to support our sustainability efforts with conservation initiatives.

TRANSPORTATION POLICY

At Busch Systems®, we take pride in our products and ensuring they get to our customers intact and efficiently is important to us. Some of the ways that we keep sustainability in mind in our logistics is to actively manage our shipments to maximize fill rates, minimize transport trips and choose providers who are also working to decrease their environmental footprint whenever possible. In addition, consistently auditing our packaging procedures is a way to reduce excess packaging and increase fill rates in truck loads. We avoid air transportation whenever possible and as all of our products are made in North America, this allows us to consistently eliminate transportation via shipping containers.

At Busch Systems®, we are lucky to partner with great Suppliers and we take these relationships seriously. As such, we require our Suppliers to agree to the principals outlined in our Supplier Code of Conduct and to commit to ensuring that they operate a workplace that is in line with the operational standards we ourselves adhere to. Our Supplier Code of Conduct outlines items such as labor standards, product and worker safety, environmental and other standards that all equate to providing a humane workplace in accordance with national labor practices. We are committed to conducting audits with our Suppliers to assess compliance and to partner with them to achieve improvement goals.

Here are some of our significant suppliers:

- Polaris Transport Carriers Inc.
- UPS Canada
- Armour Technology Solutions Inc.
- T.M. Fitzgerald & Associates



EXPECTATIONS

At Busch Systems®, we are lucky to partner with great Suppliers and we take these relationships seriously. As such, we require our Suppliers to agree to the principals outlined in our Supplier Code of Conduct and to commit to ensuring that they operate a workplace that is in line with the operational standards we ourselves adhere to. Our Supplier Code of Conduct outlines items such as labour standards, product and worker safety, environmental and other standards that all equate to providing a humane workplace in accordance with national labour practices. We are committed to conducting audits with our Suppliers to assess compliance and to partner with them to achieve improvement goals.

COMPLIANCE WITH APPLICABLE LAWS AND STANDARDS AND SCC

Suppliers are expected to comply with all applicable local and national laws and regulations of the jurisdictions in which the suppliers are doing business. Where industry standards are more rigorous than legal requirements, suppliers are expected to comply with the higher standard.

Suppliers should maintain appropriate records to demonstrate their compliance and adherence to this SCC and must provide such records, or access to such records, as Busch Systems® may reasonably request to verify their compliance.

LABOUR STANDARDS

Suppliers shall support and respect the protection of internationally proclaimed human rights and ensure that they are not complicit in human rights abuses.

NON-DISCRIMINATION/FAIR TREATMENT

Suppliers shall provide a workplace free of harassment and discrimination. Discrimination for reasons such as race, colour, age, gender, sexual orientation. Ethnicity, disability, genetic information, religion, political affiliation or marital status is not condoned.

FORCED LABOUR/CHILD LABOUR

Suppliers Shall not use any forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise. No person shall be employed at an age younger than 15 (or 14 where the law of the country manufacture allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15.

WAGES, BENEFITS & WORKING HOURS

Suppliers shall pay workers according to applicable wage laws, including minimum wages, overtime hours and mandated benefits. Suppliers shall communicate with the employee the basis on which they are being compensated in a timely manner. Suppliers are also expected to communicate with the worker whether overtime is required and the wages to be paid for such overtime.

FREEDOM OF ASSOCIATION

Suppliers shall provide open communication and direct engagement with workers to resolve workplace and compensation issues. Workers shall be able to communicate openly with management regarding working conditions without threat of reprisal, intimidation or harassment.

WORKING CONDITIONS AND OCCUPATIONAL HEALTH & SAFETY

Workers are entitled to work in a safe environment. Suppliers are expected to comply with applicable local standards, legislations and regulations in relation to working conditions and occupational health and safety. An occupational health and safety policy should be established, and reasonable steps shall be taken to implement adequate health and safety measures to protect workers from workplace accidents and injuries. This includes keeping equipment and facilities well maintained and in good working order. Suppliers are also expected to identify and assess emergency situations and events to minimize their impact by implementing emergency plans and response procedures.

PRODUCT SAFETY AND QUALITY

Suppliers are expected to have policies and procedures in place to manage the safety and quality of the products they provide, from development to delivery. Suppliers must immediately report any issues with product safety or quality so that appropriate actions may be taken.

Suppliers are expected to meet or exceed applicable laws and regulation as well as contractually agreed quality requirements that meet Busch Systems® needs, perform as warranted, and are safe for their intended use.

SUBCONTRACTORS AND SOURCES

We require all businesses that support our business as subcontractors, manufacturers or sources of goods to comply with all the same policies stated in Busch Systems® Code of Conduct. All subcontractors and suppliers are required to comply with all applicable and national laws. Direct suppliers are expected to monitor the subcontractors, manufacturers or sources of goods for meeting or exceeding the Busch Systems® Code of Conduct and supply chains are expected to be transparent and traceable.

ENVIRONMENTAL RESPONSIBILITY

Suppliers are expected to comply with applicable legislation and regulations in relation to the protection of the environment. Suppliers are encouraged to establish environmental policies and practices to manage, monitor and reduce their impact on the environment to promote greater environmental responsibility. We ask each vendor about their own "in-house" environmental practices (e.g. office recycling), environmental certifications and information on the specific kind of materials they use in manufacturing their products.

ETHICAL BUSINESS PRACTICES BRIBERY/CORRUPTION

Suppliers are expected to comply with applicable Canadian, United states and local anti-corruption laws, and not engage in any form of corrupt practices, including extortion, fraud or bribery.

GIFTS, PROMOTIONAL ITEMS AND HOSPITALITY/ENTERTAINMENT

It is important that any small gifts, promotional items, and hospitality/entertainment in the normal course of business be appropriate. Any such gift, promotional item or hospitality/entertainment received or provided must be lawful and be such that it would not obligate or appear to obligate the recipient or otherwise to be intended to influence business decisions.

{  **CAN'T FIND WHAT YOU'RE LOOKING FOR?** }

WE'RE HERE TO HELP. 1.800.565.9931

