



|                                                                                                                                                                                                        |  |                      |  |                       |                                   |                     |                    |                       |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|--|-----------------------|-----------------------------------|---------------------|--------------------|-----------------------|--|
| Company Name:                                                                                                                                                                                          |  |                      |  |                       |                                   |                     |                    |                       |  |
| Country:                                                                                                                                                                                               |  |                      |  |                       |                                   |                     |                    |                       |  |
| Plant Location:                                                                                                                                                                                        |  |                      |  |                       |                                   |                     |                    |                       |  |
| General Information about the workforce                                                                                                                                                                |  |                      |  |                       |                                   |                     |                    |                       |  |
| Total No of Employees:                                                                                                                                                                                 |  | Male                 |  | Female                |                                   | Total               |                    |                       |  |
| Total No of Migrant workers:                                                                                                                                                                           |  | Male                 |  | Female                |                                   | Total               |                    |                       |  |
| Nationality of Migrant Workforce:<br>Please list the nationalities of migrant workers and indicate the percentage each represents in relation to the total workforce (not just the migrant workforce): |  |                      |  |                       |                                   |                     |                    |                       |  |
| Nationality                                                                                                                                                                                            |  |                      |  |                       | Percentage of Total Workforce (%) |                     |                    |                       |  |
|                                                                                                                                                                                                        |  |                      |  |                       |                                   |                     |                    |                       |  |
|                                                                                                                                                                                                        |  |                      |  |                       |                                   |                     |                    |                       |  |
|                                                                                                                                                                                                        |  |                      |  |                       |                                   |                     |                    |                       |  |
|                                                                                                                                                                                                        |  |                      |  |                       |                                   |                     |                    |                       |  |
|                                                                                                                                                                                                        |  |                      |  |                       |                                   |                     |                    |                       |  |
| Age Groups of the workforce:                                                                                                                                                                           |  |                      |  |                       |                                   |                     |                    |                       |  |
| Age below 15-year-old                                                                                                                                                                                  |  | Age 15 -17 years old |  | Age 18 - 24 years old |                                   | Age 24-50 years old |                    | Age over 50 years old |  |
| Age Groups of the migrant workforce:                                                                                                                                                                   |  |                      |  |                       |                                   |                     |                    |                       |  |
| Age below 15-year-old                                                                                                                                                                                  |  | Age 15 -17 years old |  | Age 18 - 24 years old |                                   | Age 24-50 years old |                    | Age over 50 years old |  |
| Questionnaire Completed By / Name                                                                                                                                                                      |  |                      |  |                       |                                   |                     |                    |                       |  |
| Job Title:                                                                                                                                                                                             |  |                      |  |                       |                                   |                     |                    |                       |  |
| Email Address:                                                                                                                                                                                         |  |                      |  |                       |                                   |                     |                    |                       |  |
| Signature:                                                                                                                                                                                             |  |                      |  |                       |                                   |                     | Date (mm/dd/yyyy): |                       |  |

|                                                                                                                                                                                              |     |    |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| Mark here to indicate that you have read and understood the Supplier Code of Conduct ( <a href="https://shafer-haggart.com/sustainability/">https://shafer-haggart.com/sustainability/</a> ) | YES | NO | N/A |
|                                                                                                                                                                                              |     |    |     |
|                                                                                                                                                                                              |     |    |     |

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| Approved By:             | CR & QA Director (JY)   |                            |                           |  |



Please fill in each cell of the table with a YES, NO, or N/A for Not Applicable. Do not leave any cells empty. If a question is marked as YES or NO, provide additional details in the spaces provided.

| Section 1: Social Responsibility                              |                                                                                                                                                                                        | Yes | No | N/A |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| Q1                                                            | Does your company maintain a Social Audit? <b>If YES Please attach a copy</b>                                                                                                          |     |    |     |
|                                                               | <b>Name of the AUDIT:</b> (SMETA, SA8000, amfori BSCI, etc.)                                                                                                                           |     |    |     |
| Q2                                                            | <b>If a Social Audit is not available, what other mechanisms does your company use to ensure social responsibility?</b><br>[Provide a detailed description of alternative mechanisms.] |     |    |     |
| Section 2: Workplace Standards                                |                                                                                                                                                                                        |     |    |     |
| 2.1 Freedom of Association and Right to Collective Bargaining |                                                                                                                                                                                        | Yes | No | N/A |
| Q3                                                            | Do the workers have the right to form, join and organize trade unions of their choice and to bargain collectively on their behalf with the company without fear or repercussions?      |     |    |     |
|                                                               | <b>If YES, what is the No of workers covered under Trade Unions (formally &amp; informally):</b>                                                                                       |     |    |     |
|                                                               | <b>If NO, please explain what other mechanisms are available for workers to bring up their concerns to management [Provide a detailed explanation of available mechanisms.]:</b>       |     |    |     |
| 2.2 Safe and Hygienic Working Conditions                      |                                                                                                                                                                                        | Yes | No | N/A |
| Q4                                                            | Does the company have a documented Health and Safety Program? (e.g. ISO 45001)                                                                                                         |     |    |     |
| Q5                                                            | Has your company implemented a Health and Safety Management System to identify, assess, and mitigate occupational risks?                                                               |     |    |     |
| Q6                                                            | Does the company have established Occupational Health and Safety Committees or similar structures to facilitate collaboration?                                                         |     |    |     |
|                                                               | <b>If YES, please attach a copy of the latest meeting minutes of the Occupational Health and Safety Committee or equivalent structure.</b>                                             |     |    |     |
|                                                               | <b>If NO, please describe the alternative mechanisms in place to engage workers on health and safety issues</b>                                                                        |     |    |     |
| Q7                                                            | Are accurate records of health and safety incidents maintained and reviewed regularly?                                                                                                 |     |    |     |

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| Q8                                     | Do workers receive regular training on the safe use of equipment and relevant safety procedures?                                                                                        |            |           |            |
| Q9                                     | Is Personal Protective Equipment (PPE) provided to workers at no cost, and in accordance with the hazards present?                                                                      |            |           |            |
| Q10                                    | Is occupational medical assistance available on-site or nearby for workers?                                                                                                             |            |           |            |
| Q11                                    | Does the company provide access to clean toilet facilities, potable water and sanitary facilities for food storage?                                                                     |            |           |            |
| <b>2.3 Child Labor</b>                 |                                                                                                                                                                                         | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Q12                                    | Does your company have a formal policy or commitment in place to eliminate child labour from its operations and supply chain?                                                           |            |           |            |
| Q13                                    | Does your company comply with national laws and ILO conventions related to the minimum age for employment?                                                                              |            |           |            |
| Q14                                    | Does your company ensure that no individuals under the age of 15 are employed, unless permitted under exceptions recognized by the ILO?                                                 |            |           |            |
| Q15                                    | Does your company verify that individuals under 18 are only assigned work that is not mentally, physically, socially, or morally dangerous?                                             |            |           |            |
| Q16                                    | Is there an age-verification mechanism in place during the recruitment and hiring process to prevent child labour?                                                                      |            |           |            |
| Q17                                    | In case a person under the minimum working age is found to be employed, does your company have a remediation process to ensure the child's safety, continued education, and protection? |            |           |            |
| <b>2.4 Forced and Compulsory Labor</b> |                                                                                                                                                                                         | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Q18                                    | Does your company prohibit the use of forced, trafficked, prison, indentured, bonded, or coerced labour in any form within your operations or supply chain?                             |            |           |            |
| Q19                                    | Do all workers enter employment voluntarily, without deception, coercion, or threat of penalty?                                                                                         |            |           |            |
| Q20                                    | Are workers protected from physical, psychological, sexual, or gender-based violence and harassment in the workplace?                                                                   |            |           |            |
|                                        | Please describe any procedures in place to report and address violations:                                                                                                               |            |           |            |
| Q21                                    | Are written employment contracts provided to all workers in a language they understand or with access to a translator?                                                                  |            |           |            |

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| Q22                                           | Are workers free to resign or change employers at any time, subject to the agreed or legally required notice period?                                                                                                                   |            |           |            |
| <b>Debt Bondage and Recruitment Practices</b> |                                                                                                                                                                                                                                        | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Q23                                           | Does your company and its recruitment partners adhere to the Employer Pays Principle by ensuring that workers are not charged any recruitment-related fees or costs?                                                                   |            |           |            |
| Q24                                           | If a case of debt bondage is identified, do you have procedures in place to compensate affected workers within a reasonable timeframe?                                                                                                 |            |           |            |
| Q25                                           | Are workers free from debts incurred through loans, wage deductions, or penalties imposed by the employer or recruiter?                                                                                                                |            |           |            |
| Q26                                           | Does your company only work with licensed recruitment agencies that explicitly prohibit charging fees to workers and prevent exploitative practices?                                                                                   |            |           |            |
| <b>2.5 Discrimination</b>                     |                                                                                                                                                                                                                                        | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Q27                                           | Does your company have a policy or commitment in place to ensure non-discrimination and equal treatment of all workers, regardless of gender, age, religion, ethnicity, nationality, disability, or any other personal characteristic? |            |           |            |
| <b>2.6 Wages and Benefits</b>                 |                                                                                                                                                                                                                                        | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Q28                                           | Does your company comply with the minimum wage requirements as mandated by national legislation or industry collective bargaining agreements, whichever is higher?                                                                     |            |           |            |
| Q29                                           | <b>What is the legally mandated minimum wage in your country or region? (Please specify in local currency)</b>                                                                                                                         |            |           |            |
| Q30                                           | Are all wages paid regularly, on time, and in legal tender (not through vouchers or "in kind" payments except as allowed under ILO standards)?                                                                                         |            |           |            |
| Q31                                           | For piece-rate or production-based work, do workers receive wages that meet or exceed the minimum wage or collective agreement standards within regular working hours?                                                                 |            |           |            |
| Q31                                           | Are any wage deductions made?                                                                                                                                                                                                          |            |           |            |
| Q32                                           | <b>If YES, are all deductions legal and clearly communicated to workers?</b>                                                                                                                                                           |            |           |            |
| Q33                                           | Are all workers provided with legally mandated social benefits (e.g., insurance, retirement, maternity/paternity leave) without negative impact on their pay, seniority, or promotional opportunities?                                 |            |           |            |
| <b>2.7 Working Hours and Overtime</b>         |                                                                                                                                                                                                                                        | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| Q34                                           | Does your company ensure that the total regular hours worked per week do not exceed the limits set by national or                                                                                                                      |            |           |            |

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|                                      | international standards, such as those defined by the International Labour Organization (ILO)?                                                            |            |           |            |
| Q35                                  | In cases where regular working hours are exceeded, does your company ensure that overtime is voluntary, exceptional, and compensated as per national law? |            |           |            |
| Q36                                  | If <u>NO</u> , please describe your overtime policy.                                                                                                      |            |           |            |
| Q37                                  | Are workers provided with rest breaks during every working day?                                                                                           |            |           |            |
| Q38                                  | If <u>NO</u> , please describe how breaks are managed and why they may not be provided.                                                                   |            |           |            |
| Q39                                  | Are workers entitled to at least one day off in every seven-day period?                                                                                   |            |           |            |
| Q40                                  | If <u>NO</u> , please explain any exceptions to this standard and how they comply with state or federal government regulations.                           |            |           |            |
| <b>2.8 Environmental Stewardship</b> |                                                                                                                                                           | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| Q41                                  | Does the company have an Environmental and/or Corporate Responsibility Policy that has been developed and communicated?                                   |            |           |            |
| Q42                                  | Has your company implemented an Environmental Management Standards system or any other program in place (e.g., ISO 14001)?                                |            |           |            |
| Q43                                  | Does your company track Environmental indicators such as Energy, Carbon footprint, Waste and Water? If YES, please specify.                               |            |           |            |
| Q44                                  | If Carbon footprint is tracked, please specify below (tCO2e).                                                                                             |            |           |            |
| Scope 1:                             |                                                                                                                                                           |            | Scope 2:  |            |
|                                      |                                                                                                                                                           |            |           |            |
|                                      |                                                                                                                                                           |            | Scope 3:  |            |
|                                      |                                                                                                                                                           |            |           |            |

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## Supplier Social Compliance Self-Declaration

| 2.9 RESPONSIBLE SOURCING |                                                                                                                                      | YES | NO | N/A |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| Q45                      | Do you require all your suppliers to have Social Compliance Program?                                                                 |     |    |     |
| Q46                      | If NO, please specify how you would verify the suppliers meet specific social standards, such as labor rights and ethical practices. |     |    |     |
| COMMENTS:                |                                                                                                                                      |     |    |     |
|                          |                                                                                                                                      |     |    |     |

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