



# 2018

## Corporate Social Responsibility Report of Ekoplast LLC



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## Appeal of the Administration



Ekoplast LLC annually publishes a social report on the introduction of social responsibility principles in practice. Ekoplast LLC presents a report on corporate social responsibility for 2018 year.

We also report on corporate social responsibility for 2018 in electronic format on our corporate website <http://www.ekoplast.ua/> in the thematic section “Policy”.

We believe that the introduction and observance of principles of social responsibility in economic activity of the company will ensure stable growth of the Ukrainian economy, positive socio-economic changes and environmental protection.

Ekoplast LLC is oriented solely on the transparent conduct of business. Enterprise keeps reputation as a trusted partner for customers and provides continuous compliance with product quality requirements. We are confident that the success of our business depends on the success of our suppliers, clients and partners with whom we cooperate.

As one of conscientious taxpayers, Ekoplast LLC makes a significant contribution to the economy of the region and Ukraine.

Ekoplast LLC respects human rights, a fair job sharing, cultural and social diversity. Social responsibility is a part of everyday activities of Ekoplast LLC. Social responsibility for Ekoplast LLC is a conscientious business practice in relation to suppliers, clients, societies and the best Company for personnel.

In the Strategy of our Company priority questions are the following: optimal use of resources, application of natural- and energy-saving technologies; creation of high-quality products and waste minimization.

We would like to thank to all our colleagues and partners for their cooperation, observance and improvement of social responsibility in partnership principles.

## Chapter 1: About Ekoplast LLC



**Ekoplast LLC is Ukrainian manufacturer, one of the leaders of polymeric materials production.**

Ekoplast LLC was founded on April 28, 2001. The company started its activity with the production of polyethylene garbage bags, and in a few years has considerably expanded the range of household products.

Starting from 2008, the main activity of Ekoplast LLC is a production of polymeric materials: **Cooking sleeves, folded and unfolded cooking bags.** Products are manufactured in accordance with the specially developed by our engineers and patented technology with the use of several "know-how".

In addition to this, Ekoplast LLC manufactures **Ties** designed for cooking sleeves and bags, confectionery packing, baking, and other products.

These products are manufactured in accordance with the operational system:

- Quality control management, which corresponds to ISO 9001 standard: 2015;

- Food Safety Management (ISO/TS 22002 – 4:2013) which complies with the certification Scheme FSSC 22000:2011;

Our products meet the requirements of international standards, and the production and storage capacities of Ekoplast LLC meet the modern level. Ekoplast LLC uses energy saving technologies and cares about the environment.

The company carries out international economic activities and cooperates with the partners around the world.

Ekoplast LLC is governed by the current legislation of Ukraine, fulfilling its obligations to clients, suppliers, personnel and providing transparent and public financial activity and reporting, timely payment of all taxes and official wages to the employees.

Achievement of strategic and short-term goals in a most effective way – this philosophy is adopted in Ekoplast LLC. In this case, our attitude towards others is fair, to ourselves – honest. We are all a team, cohesive community of like-minded people.

It is important for Ekoplast LLC to ensure that every employee of the enterprise has safe working conditions, decent remuneration of labor and possibility of professional growth.

Ekoplast LLC will always support the fundamental principle of **Human Freedom** to define his own future, providing him with time and resources to take care of his **Family**. In addition to this, Ekoplast LLC provides opportunity to its employees to get **Rewards**, equal to the efforts.

#### Seven business principles

Customers		Working Conditions	Our Personnel		Suppliers	Environment
1	2	3	4	5	6	7
Communication with customers	Quality and product safety guarantee	Human rights within our commercial activities	Leadership and personal responsibility	Safety and health at workspace	Supplier relationship	Protection of the environment
Customer service evaluation	Politics of Ekoplast LLC in field of quality and production food safety	Code of ethics and professional conduct of Ekoplast LLC	Code of ethics and professional conduct of Ekoplast LLC	Code of ethics and professional conduct of Ekoplast LLC	Suppliers evaluation	Code of ethics and professional conduct of Ekoplast LLC
Code of ethics and professional conduct of Ekoplast LLC	The Program of economic sabotage and bioterrorism prevention.			Occupational safety and health	Code of ethics and professional conduct of Ekoplast LLC	Environmental passport of the company



## Corporate Social Responsibility



Ekoplast LLC concept of "corporate social responsibility" is always a sign of care for people and environment, our employees, their families, consumers, as well as the development of a local economy.

In its sequential and system policy of development, Ekoplast LLC strives for sustainability, efficiency and profitability. We are convinced that the guarantee of a successful company is not only a financial component, but also high standards of doing business in all branches. Achieving a positive long-term result is possible when you consider the interests of consumers and employees, partners, local communities and other stakeholders who interact with the company.

The social responsibility principles of Ekoplast LLC are based on the United Nations Global principles:

### Human rights principles

- Principle 1:  
Commercial companies must provide and respect human rights protection, proclaimed internationally.

- Principle 2:  
Commercial companies must ensure that their own activities do not encourage the violation of human rights.



human rights



### Principles of work

- Principle 3:  
Commercial companies must support the freedom of assembly and the efficient recognition of the rights to collective agreements.

- Principle 4:  
Commercial companies should promote the eradication of forced or involuntary labor.

- Principle 5: Commercial companies should contribute to the effective elimination of child labor.

- Principle 6: Commercial companies should promote effective elimination of employment and occupation discrimination.

### **Environmental principles**

- Principle 7: Commercial companies should adhere to cautious approaches to environmental issues.

- Principle 8: Commercial companies need to initiate environmental responsibility.

- Principle 9: Commercial companies should stimulate the development and dissemination of environmentally friendly technologies.



### **Anti-corruption principle**

- Principle 10: Commercial companies must fight all forms of corruption including extortion.

We are sure that the success and stability of Ekoplast in many respects depend on the professional skills of those who work in it. That is why our company recognizes its employees as its main competitive advantage and domain.

Company labor relationship with its workers is guided by a collective Agreement that is the result of social partnership at the local level. For Ekoplast LLC the important task is the preservation, development of existing and creation of new job positions, as well as the staff training.

Ekoplast LLC follow the following human rights principles:

- Maintaining and respecting the rights and freedoms of the person, recognized by the international documents and norms of the current legislation of Ukraine;
- Human rights observance.

Ekoplast LLC supports the following principles on labor issues:

- Freedom of association and the right to conclude the Collective Treaty;
- Exclusion of all forms of forced or involuntary labor;
- Exclusion of child labor;

- Equality of rights and opportunities of all workers and the absence of any discrimination: racial, political, religious or other differences, as well as gender discrimination. There is no room for restriction of rights depending on age, health, residence, union membership etc.

Ekoplast LLC cultivates environmentally conscious behavior among employees: economic use of natural resources, electric power, responsible attitude to wastes utilization, etc.



## Business Ethics



Ekoplast LLC produces and sells goods, quality and food safety of which are constantly improving, and which are safe for designated purpose use.

All employees of Ekoplast LLC who are involved in production, adhere to the following principles:

- while producing products, think about the final consumer and treat him as you would like to be treated;

- production processes must be strictly conducted according to the recommendations of the operating system of quality and food safety management, methods, instructions and procedures, as well as Ekoplast policy in the field of quality and food safety of products;

- always adhere to personal hygiene, maintain cleanliness and order in the workplace;

- exercise solidarity, mutual help and mentorship in relation to new employees;

- adhere to the principles of lean production.

Ekoplast LLC carries out its policy in the sphere of business, based on competitive and fair market practices. The company never enters any relationships with competitors, including signing agreements, if such relationships or agreements may count against or affect the markets.

Ekoplast LLC does not provide unreliable information about its services or opportunities. Our company does not collect confidential information about its competitors.

In work with consumers, buyers, suppliers and competitors, Ekoplast LLC:

- Always fulfills its obligations and expects fulfillment of obligations from its partners;

- Interested in constant self-development and development of business partners;

- Strives for long-term and mutually beneficial cooperation. We believe that cooperation with business partners, based on respect, trust, honesty and justice, are of

paramount importance;

- Focuses on customer needs and guarantees high quality of products and services, stability and consistency;

- Cherish its reputation, strictly adheres to norms and rules of business ethics;

- Takes into account cultural features of countries and regions in making decisions and realization of its activity;

- Competes honestly. Ekoplast LLC does not use unethical and unfair means of influence on partners or competitors;

- Ekoplast LLC works with clients and business partners who have good reputation and engaged in legal activities.

For Ekoplast LLC ethical approach of doing business is a guarantee of long-term and successful business functioning.

For the implementation of Policy on business ethics, we engage in the work of legal counsel and other competent professionals. Legal counsel of the company plays the main role in developing measures, aimed at preventing corruption and violation of business ethics, as well as in informing about it.



### **Principles of Ekoplast LLC Business Ethics:**

- Trust: this is our main value, the basis of our brand and reputation.

- Honesty and transparency: in all our actions and acts we are as honest as possible with ourselves, our clients and colleagues.

- Responsibility: each of our actions or inactions has consequences. We understand the implications of our decisions and do not blame others in our actions.

- Principles: we believe that we act impartially, honestly, with respect for others. We work fairly and honestly, guided by the documents and business processes in the field of quality and food safety: provisions, methods, working instructions and procedures.

## Chapter 2: General Information. Quality, Food Safety and Ecology.

The integrated system of quality management and food safety (hereinafter – ISO) successfully functions in Ekoplast LLC since 2014. ISO undergoes re-certification and annual audits, conducted by the international certification bodies, once in three years. In 2018, Ekoplast LLC has successfully passed audit of the ISO and became certified according to ISO 9001:2015 "Quality Management Systems Requirements" and ISO/TS 22002-4:2013 «Programs of preliminary requirements for safety of food products. Part 4. Production of food products packaging», FSSC 22000 edition 4.1. «Requirements to the Food safety certification system». The audit was conducted by Ukrainian representative of international certification body - QSCert, Spol. S R.O.- QSCert-Ukraine B.V.

During the audit in 2018, the main focus of the auditor was aimed at compliance of Ekoplast LLC ISO with requirements of PAS 96:2017 "Guidance on protection and safety of food and beverages from criminal acts", new requirements of FSSC 22000 edition 4.1, as well as analysis and plan of measures against threats (TACCP), vulnerabilities (VACCP) and dangers (HACCP) for food safety, prevention of bioterrorism in all phases of the ISO functioning. Given the new requirements, in the beginning of 2018, the number of ISO procedures were substantially revised, amended or published in new editions.



Based on the results of consideration, the auditor of QSCert-Ukraine B.V. defined the procedures and implemented measures, developed in Ekoplast LLC, as effective. Audit was successfully passed and Ekoplast LLC gained new certificates.

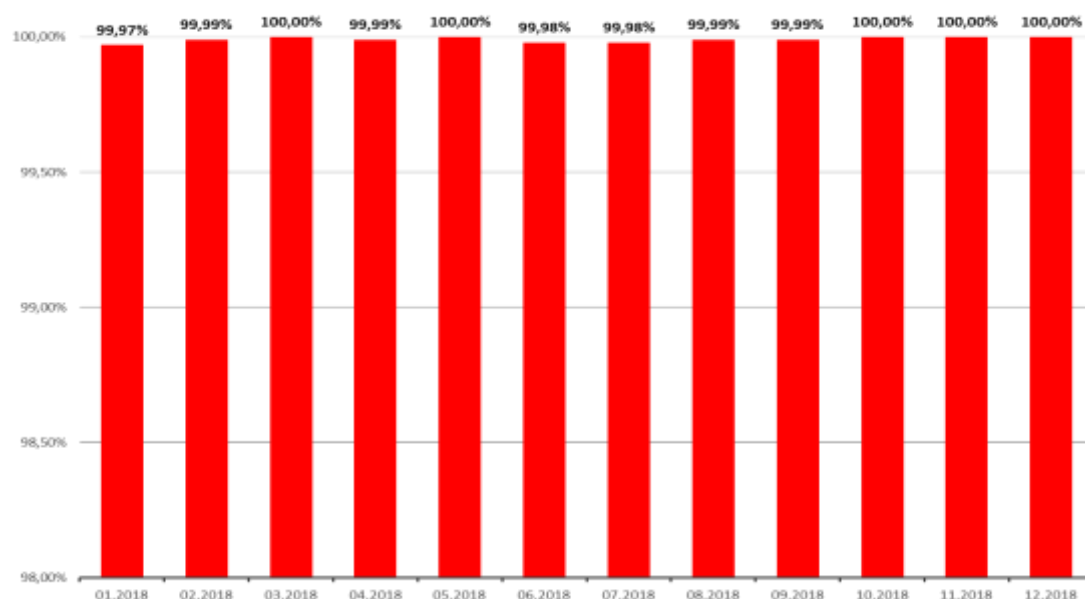
In order to improve information sharing within the system of organizational management, the automated systems Microsoft Office 365 and cloud-based communication tools were implemented in Ekoplast LLC in 2018.

## Quality of Products

Quality and food safety are among of the priority aspects for Ekoplast LLC. Therefore, all raw materials, goods and all the manufactured products for our customers are obligatory checked by our QC department. The received services that according to HACCP analyses are defined as such that may contain risks for quality and food safety of products (e.g. water supply, washing clothes, garbage removal, high-rise structures, and tests conducted in accredited laboratories, etc.) undergo periodic safety assessment of their efficiency and quality. This inspection involves QC department specialists and HACCP group members.



The average value of products quality released in 2018 was determined at the current and receiving control and had a result of 99.99%. The monthly measured values are represented in Diagram 1.



**Diagram 1. Level of products quality, manufactured by Ekoplast LLC in 2018**





Figure 1 was prepared using data on regional development indicators, as per a list compiled during the study, and statistical methods such as correlation analysis and regression.

Результаты ЭПЭ «Новая организационная концепция» представлены в таблице 1.

\* Источник: ИНОСТИ. Источник: информация об известных компаниях, зарегистрированных в Великобритании, Австралии, Китае, Индии, Японии.

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ПІСНЯ ЗАДОБЛЕНОСТІ КЛІЄНТА – філософія та система підтримки клієнта ЕТБ.

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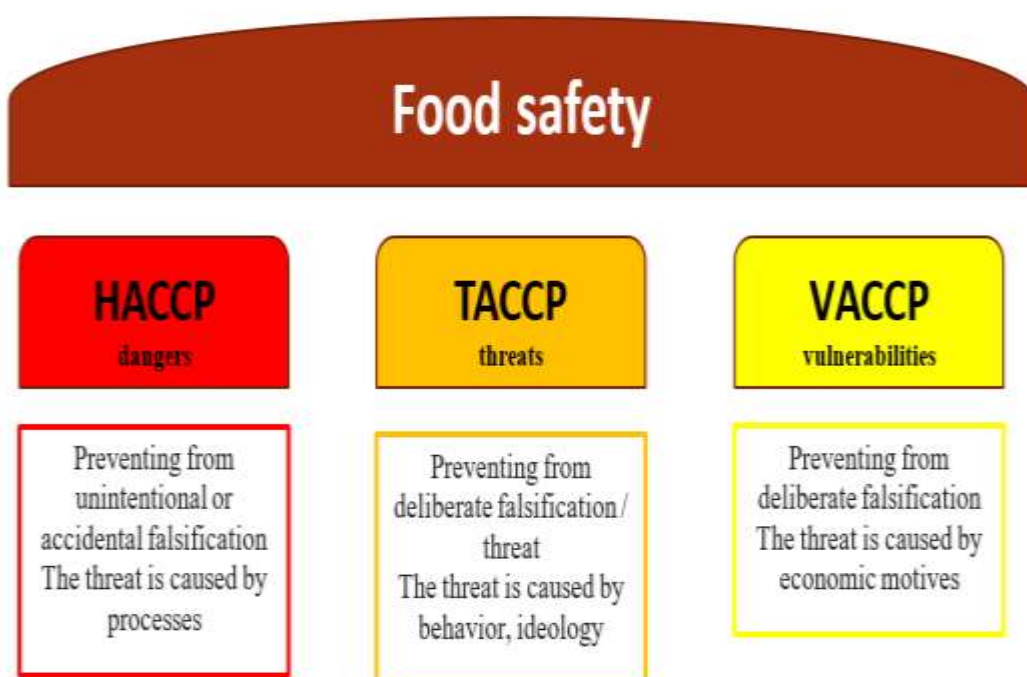
ВЫСШЕЕ ПОСРЕДСТВО ЗАЩИТЫ ПРАВ ПОТРЕБИТЕЛЕЙ И ПОСРЕДСТВО ЗАЩИТЫ ПРАВ ПОТРЕБИТЕЛЕЙ

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## Food Safety

As a part of the current risk analysis procedures "HACCP", "TACCP" and "VACCP" precautionary measures, aimed at reducing the likelihood of risks and reducing the consequences of their appearance, were developed and implemented in 2018. As a part of this, tests of manufactured products, raw materials and microbiological factors were conducted in the following accredited laboratories:

- Scientific Center of Preventive Toxicology, Food and Chemical Safety of the Ministry of Healthcare of Ukraine (Ukraine),
- Etalon (Ukraine),
- Khmelnytskyi Regional Laboratory Center of the Ministry of Healthcare of Ukraine (Ukraine),
- ANMAT (The national administration of medical drugs, food and medical technology), Argentina.



The purpose of the periodic tests in 2018 was to prove compliance of Ekoplast LLC products with the requirements of the legislation of Ukraine and MERCOSUR countries, which regulates polymeric packaging contact with foodstuffs, as well as risks control for food safety from the raw material and production environment. The results of the test protocols confirm compliance of Ekoplast LLC products with the



requirements of the legislation of mentioned countries in food safety field.

In 2018, Ekoplast LLC has adopted and approved POLITICS OF KOPLAST LLC on management of received services, labeling and prevention of falsification, protection against products bioterrorism, as well as for the control of allergens and the state of the production and natural environment, use of marks for goods and services. Several procedures have been updated in accordance with the new FSSC 22000 requirements in preventing from fraud and tampering, with the respect to raw materials and manufactured products.



## **Preservation and Protection of Environment**

In 2018, Ekoplast LLC made some improvements aimed to protect the environment.

Ekoplast LLC has the official documented list of the wastes, accumulated and transferred to recycling and licensed elimination.

In 2018 in the production and storage premises of Ekoplast LLC all fluorescent lamps with mercury were replaced by LED lamps.

In 2018, Ekoplast LLC successfully passed planned state check on compliance with the requirements of legislation in the field of environmental protection, rational use, reproduction and protection of natural resources. Check was conducted by the State ecological inspection in Khmelnytskyi region. Chief specialist of Department of State Ecological Supervision (control) of water resources and atmospheric air of State ecological inspection in Khmelnytskyi region honored Ekoplast LLC for high efficiency of work on environmental protection.



### Chapter 3: Our Employees

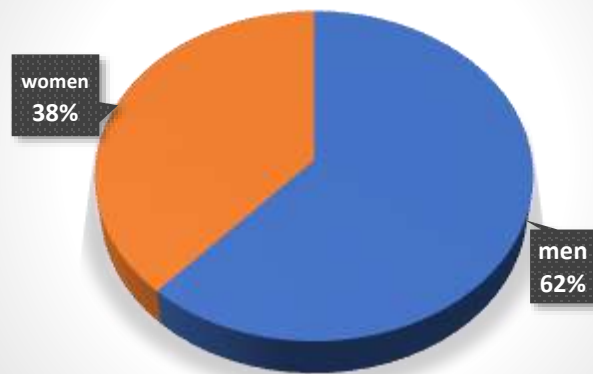


The success of Ekoplast LLC depends on the success of its employees, their professionalism and interest in joint business. We can proudly say that we are a successful company, because we have employees with the following qualities: highly skilled, knowledgeable professionals of their business.

Ekoplast LLC strives to be the first and the best in its field, so the goal of each employee is clearly defined and complies with the objectives of the company.

Ekoplast LLC constantly has 70 employees.

*Number of Employees*



We invariably follow the principles of corporate social responsibility - we are eager to attract, nourish and retain talented employees thanks to the following:

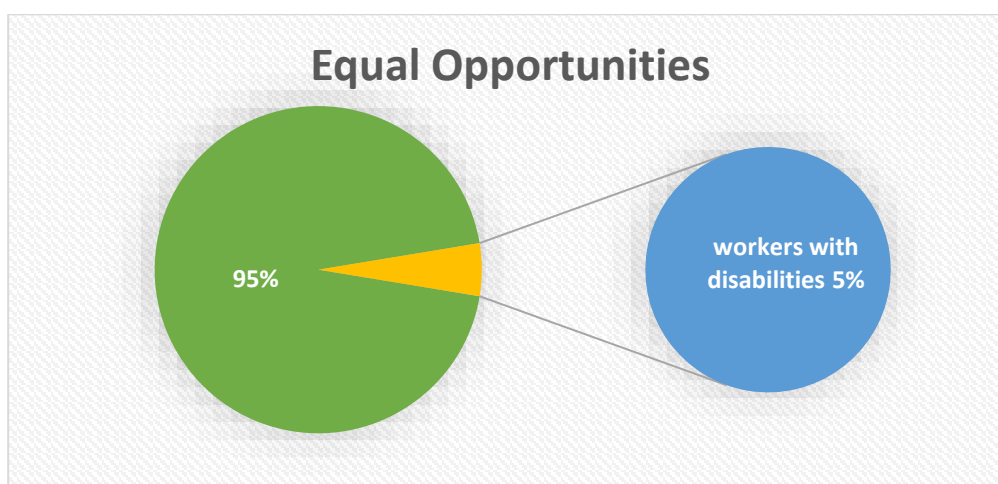
- ❖ Facilitation of professional and personal development of employees;
- ❖ Protection of their health and welfare;
- ❖ Creation of safe working conditions;
- ❖ Establishing open and honest relationships;
- ❖ Observance of gender equality;
- ❖ Absence of discrimination;
- ❖ Observance of human rights;
- ❖ Recognition and award based on the results of the activity.

The indisputable rule of doing business for Ekoplast LLC is a clear observance of all requirements of current legislation and fulfilling all government requirements for social security in the relationship between the company and its employees, in particular the Labor Code.

Ekoplast follows the principles of gender equality, which provides equal possibility of personnel recruitment, unless otherwise contradicts the current legislation of Ukraine, career promotions and senior management position assignments.

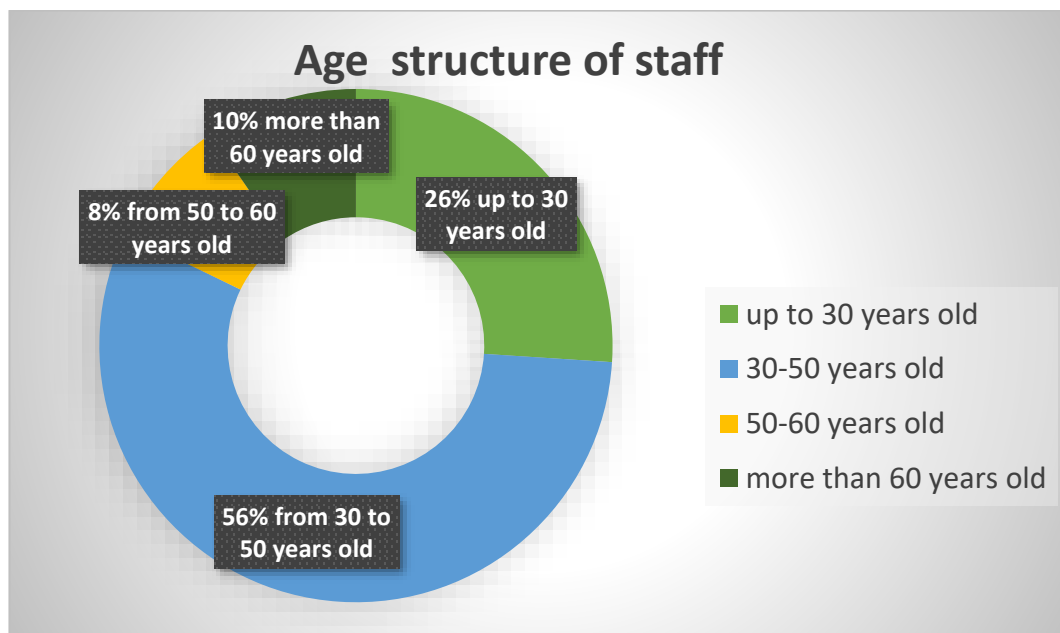


We also do not assume discrimination against persons with disabilities. If, according to the medical institution conclusions, a person can perform work and fill the vacancy - we settle a workplace according to the conclusions of an individual rehabilitation program for the person with disabilities.



Ekoplast LLC Invites and hires not only youth and students. Among all employees, the age category from 30 to 50 years old constitutes 56%. They are the experienced managers and professional workers who have a professional background, creativity, intellectual flexibility, interest in their

business. Therefore, they are ready to convey their experience to the younger generations of employees of relevant professions and positions.



For permanent support of proficiency maintaining at the decent level, Ekoplast LLC organizes and directs the personnel to study the newest Ukrainian and international conducting business practices.



During 2018, 15 employees completed trainings in the following fields:

- ❖ Foreign economic activity
- ❖ Marketing research of the foreign market
- ❖ Ecology in the Enterprise
- ❖ Quality System and safety
- ❖ Risk Management
- ❖ Document Circulation and office management
- ❖ Changes in Ukrainian legislation

In terms of increasing requirements to the level of qualification of the personnel, one of the important tasks remains to ensure the continuous process of staff training at the workplace.

## Trainings at the workplace

Company instruction

Mentoring

Personnel's rotation within  
department

E-learning

During 2018, our employees had internal studies, at workplaces, namely the briefings. They took part in trainings in general for 20 subjects, where employees of all company departments were involved in accordance with their qualification and functional direction.

However, in our production department mentoring is widely used. Experienced workers convey the experience and knowledge to new employees, who need professional trainings, so they can form the necessary skills.



We also practice e-learning. Employees themselves regulate the time they spend to study, based on the list of necessary topics planned for a certain period (quarter, half of the year). The electronic library is uploaded to the available electronic resource, which allows training at the workplace at a convenient time.

Ekoplast LLC has a small library where employees can read books in their spare time. They can also fill the library with literature, which would be useful in work or just interesting to colleagues.



Ekoplast welcomes the aspiration of personnel to self-education, realization of own ambitions and potential. Initiative employees, who have the desire to learn, ready to develop both professionally and in personal terms, always have the opportunity for self-development. Owing to this, such employees are not only self-taught, but also share interesting experiences with colleagues in discussions and consultations about the innovations while having a cup of coffee.



## **Section 4: Labor Protection, Fire Safety and Civil Protection**



In accordance with the law of Ukraine "On Labor Protection", management of Ekoplast LLC provides labor protection and fire safety for organization and execution of legal, organizational-technical, sanitary, hygienic, socio-economic and preventive measures, aimed at prevention of accidents and occupational diseases in the work process.

In its activities, Ekoplast LLC adheres to the following position: "Fire safety and labor protection are closely intertwined and interconnected spheres."

An engineer of labor protection is a responsible person for labor protection at Ekoplast LLC. For fire safety the specially trained specialist is appointed from the staff of Ekoplast LLC. Director of Ekoplast LLC heads the service of civil protection of the company.

In 2018, the main goal of the Ekoplast LLC was to enforce the company's policy in the field of quality, food safety, labor and environment protection, as well as compliance with norms, standards and requirements on labor protection, fire safety and civil protection.

Main directions of Ekoplast LLC work on labor protection and fire safety in 2018:

- ✓ ensuring safe working conditions and fire safety;
- ✓ conducting briefings to structural divisions of the company on labor protection, fire safety and civil protection;
- ✓ improving the functioning of the labor management, fire safety and civil protection system;
- ✓ formation of preventive culture of the company's personnel on fire safety, civil and labour protection, decrease the probability of accidents in production and non-production areas;
- ✓ implementation of measures (provision of special clothes, detergents, etc.) according to certain normative and legal acts;
- ✓ seeking new approaches to address the issues of labor protection, fire safety and civil protection.

These directions are aimed at conducting trainings and checking the knowledge of the personnel, creating a relevant normative base, conducting certification of workplaces under the work conditions, financing of these measures by the management of the company, all types of briefings.



On an ongoing basis, introductory briefings on occupational safety, fire safety and civil protection are provided with the involvement of specialists of specialized institutions.

Thus, in March 2018 the Educational and Methodical Center of Civil Protection and Vital Activity Safety in Khmelnytskyi region conducted training on fire safety for the staff of Ekoplast LLC.

In May 2018, the fire safety training was held for Ekoplast LLC staff by the specialists of State Rescue Service "101". In order to maintain an adequate level of fire safety, all fire-fighting equipment has been serviced and certified by a specialized agency.

During 2018 in the structural subdivisions of the company consultations on issues of clarification of current regulations on labor protection, prevention of traumatism in the production sphere and in everyday life, rules of conduct in case of an emergency were conducted.

In May 2018, the specialists of the State Institution "Khmelnytskyi Regional Laboratory Center of the Ministry of Health of Ukraine" conducted the certification of the following jobs at Ekoplast LLC:

- ✓ Locksmith-Electrician for the equipment repair;
- ✓ Locksmith of machine-assembling;

- ✓ Senior machinist of automatic production line of polymer containers;
- ✓ Assistant machinist of automatic production line of polymer containers;
- ✓ Storekeeper;
- ✓ Packager;
- ✓ Production premises cleaner;
- ✓ Subsidiary worker;
- ✓ Loader driver.

According to the results of the certification, these jobs are defined as having normal working conditions. Namely:

- ✓ Good condition of machines, machine tools and devices;
- ✓ Proper quality of materials and tools, necessary for work process;
- ✓ Timely delivery of electricity, gas and other sources of power to the production site;
- ✓ Provision of technical documentation;
- ✓ Harmless and safe working conditions.

In order to improve working conditions in production premises of Ekoplast LLC, in March 2018 the complex of works was carried out to raise the temperature of air on the production site during the cold season. The management of the company allocated about 143 thousand UAH to build the buffer gate. An additional infrared heater was installed.

At the beginning of June 2018, along with a production premises, benches and equipped recreational facilities were installed for the rest of the staff.

In accordance with the terms of collective agreement between Ekoplast LLC and its employees, in 2018 all the workers were provided with special clothes. In the second quarter of 2018 new special footwear for production personnel was purchased.

In accordance with the requirements of the legislation, Ekoplast LLC carries out insurance of its employees from accidents and occupational diseases. The enterprise pays the Single Social Contribution in the amount of 22% to the amount of the accrued wage by type of payment, which includes the basic and additional wages.

Ekoplast LLC has all necessary authorization documents in accordance with the requirements of Ukrainian legislation in the sphere of labour protection, fire safety and civil protection. Equipment, machines, mechanisms and the tools, used in work, correspond to their passports, undergo the required scheduled technical inspections, as well as periodic verifications and controls by the food safety team, following the observance of the safety rules of the workers during their operation.

Due to the joint and purposeful activities of the structural units in 2018 there were no cases of occupational injuries and fires.

In March 2019 Ekoplast LLC is going to successfully pass a social responsibility audit, during which the main attention will be paid, among other things, to the issues of occupational safety, fire safety and civil protection.





## **Section 5: Contribution to Society Development**

Social responsibility is an integral part of Ekoplast LLC economic activity. The company directs its activity to the development of economy and protection of vulnerable people and actively participates in social life of the country and local community.

As a socially responsible company, Ekoplast LLC joins charitable projects, aimed at improving the quality of life of needy people: orphans, persons with disabilities, poor families, etc.

Ekoplast LLC cooperates with non-profit organizations, namely with Khmelnytskyi Regional Organization «Ukrainian Society of the Blinds», Khmelnytskyi Regional Charitable Foundation «Caritas», Khmelnytskyi Society of Disabled People and with the Center of Social Care and Adaptation «Children's hope».



**Thus, in 2018, within the framework of corporate social responsibility, Ekoplast LLC took part in socially important charitable initiatives, in particular:**

1. The purchase of food products for the formation of food sets for persons with disabilities in Khmelnytskyi region was financed;



2. Funds were provided for the purchase of food products for hearing impaired;
3. Charitable aid was granted to restore electricity at the Center of Social Care and Adaptation of children;
4. The charitable financial help for repairing the emergency state of water pipes in the house where orphans and children from poor families reside;
5. Funds were allocated for repairing the roof of the surgical building in one of the country's medical institutions;
6. Money was provided for the debt payment and restoration of heating in the house of the Center of Social Care and Adaptation of children.



## **Contact information**

Additional information about Ekoplast LLC corporate social responsibility and the answers to any questions can be found on our web-site <http://ekoplast.ua/> or you may get them from the company's employees.

### **Ekoplast LLC**

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