



## FORCED LABOUR REPORT FOR GREAT LITTLE BOX COMPANY, LTD.

This report is made in compliance with Canada’s Fighting Against Forced Labour and Child Labour in Supply Chains Act by Great Little Box Company, Ltd, (“GLBC”) a BC corporation.

### Who We Are: Vision, Mission, and Values

Established in 1982, Great Little Box Company is a family owned and operated leading manufacturer of Labels, Corrugated Boxes, Folding Cartons, Digital Packaging, Protective Packaging, and the distribution of Shipping Supplies. We make almost anything a company will need to package, ship, and display their products.

Our employees have voted us #1 “Best Company to Work for in BC” and we’ve been recognized multiple times as one of Canada’s top 100 Employers. In addition, we have also been recognized as a Platinum member of Deloitte’s list of Canada’s Best Managed Companies.

At GLBC, our mission is to be our customers first choice for packaging by changing the game for service. Our vision is to grow our people, grow our business, and care for our community.

### Our Supply Chains

Our supply chain is relatively simple. We work with a small number of suppliers in North America that provide the raw materials required to produce packaging products for our customers.

### Risks of Forced Labour or Child Labour in Our Supply Chain

Great Little Box is committed to the safety and health of its employees and conducts its operations in compliance with applicable laws and regulations. Suppliers are expected to provide a safe working environment. Suppliers are expected to remain in material compliance with all health and safety laws



applicable to the operation and use of the facilities at which products are manufactured or stored on our behalf.

GLBC's exposure to forced labour and child labour risks is considered low.

## How We Work to Ensure Our Supply Chains Are Free of Forced Labour and Child Labour

### **Our Policies and Due Diligence Process**

GLBC is committed to supporting responsible sourcing of its materials from suppliers that share our values around human rights and ethics.

We require our suppliers to comply with various policies and procedures, including that they not engage in or support the use of child labour or forced or involuntary labour.

### **Statement of Values**

Great Little Box Company recognizes the importance of maintaining and promoting the fundamental human rights of our staff and partners by operating under programs and policies that:

- Ensure employment is non-discriminatory, based on mutual consent, without threat of penalty.
- Promote a workplace free from discrimination and harassment.
- Prohibit child labor, forced labor, and human trafficking.
- Provide fair and equitable wages, benefits, and other conditions of employment in accordance with applicable laws and regulations.
- Provide humane and safe working conditions.
- Recognize our employee's rights to freedom of association and collective bargaining.

We commit to holding ourselves to these values.

## Policies

### Child Labour

The BC employment standards act section 9 (1) prohibits employers to hire employees under 16 years of age. To ensure compliance with this legislation, great little box company collects an employee's birth date and verify that they are above 18 years old. We take a copy of their government issued identification, and our payroll software audits their social insurance number to ensure they are of legal working age in British Columbia. Individual employment records are kept on every employee.

### Forced Labour

The BC employment standards act protects an employee's right to cease their employment at any time without notice. We comply with this legislation by providing an employee with a record of employment within 6 days of their last day of work. We ask for, but do not require employees to give written notice to Resign from their employment.

### Discrimination in employment and occupation

The BC human rights code legislates the prohibition of discrimination in British Columbia. Great Little Box company has an additional diversity statement, in which we describe our appreciation for diversity in our workforce.

At great little box company, we aim to create a workplace of belonging in which individual differences are recognized, appreciated, and respected. We strive to build and grow our team that fosters variety in backgrounds, experiences, and skills. We embrace inclusiveness in our workplace, so we can utilize each person's talents and strengths.

### Freedom of Association and the Right to Collective Bargaining

The BC Labour Relations Code protects all employee's right to create or join a union and participate in collective bargaining. Although Great Little Box Company

is not a unionized workplace, “every employee is free to be a member of a trade union and to participate in its lawful activities” as per Section 4 (1) of the Labour Relations Code

## Equal opportunity employer policy

### Purpose

Our equal opportunity employer policy reflects our commitment to ensure equality and promote diversity in the workplace. This equal employment opportunity policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

### Scope

Our equal opportunity employer policy applies to all employees, job candidates, contractors, stakeholders, partners and visitors. Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they’re the ones who are traditionally disadvantaged in the workplace. We don’t guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

## Policy elements

Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to grounds protected by the BC Human Rights Code, such as:

1. Age
2. Sex / Gender
3. Sexual orientation
4. Ethnicity/ Nationality
5. Religion
6. Disability
7. Etc. (full list can be found in the BC Human Rights Code)

## EEO (Equal Employment Opportunity) policy

We built our equal employment opportunity policy around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

1. Hiring
2. Training
3. Evaluating performance
4. Administering compensation and benefits
5. Terminating employees

We also want to make sure that equal opportunity applies to other instances. For example, we don't retaliate against employees and we are committed to prevent and resolve any kind of harassment against our employees, including sexual harassment. Our HR department is responsible for assessing our company's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

### Actions

To promote equal opportunity, we first ensure we follow BC Human Rights regulations and EEO laws that apply to each part of our company.

We will also take additional actions to promote fairness and diversity as part of our equal employment opportunity policy. We will:

1. [Use inclusive language in all signs, documents and webpages.]
2. [Modify structures and facilities to accommodate *people with disabilities*.]
3. [Provide parental leave and flexible work arrangement policies.]
4. [*Hire, train and evaluate employees through job-related criteria*.]
5. [Allow employees to take religious or national *holidays*]
6. [Train employees on communication and diversity.]
7. [Implement open door practices so employees can report discrimination more easily.]



## **Grievance Procedure**

All supervisors and managers are responsible to use equal opportunity practices and make decisions based on objective, non-discriminatory criteria. Everyone should comply with our policy at all times. If you see or suspect that our EEO policies are being violated, feel free to inform HR immediately. If you suspect that someone is behaving in a wrong way but doesn't realize it, you could also talk to them directly.

## **Child labour policy**

Use this child labour policy as a basis to set up rules for employing minors to help end children's exploitation.

## **Policy brief & purpose**

Our child labour policy is our position on employing minors and aims to ensure that our company, its subsidiaries and everyone we're connected with follows the law and cares for children's interests. International, local and federal child labour laws are stricter today than they were years ago. But millions of children are still forced to work in bad conditions all around the world, even in developed countries. As an organization, we want to do business in a legal, ethical manner adding value to society and the environment instead of doing harm. Helping stop child labour is fundamental to us. We want to make sure that our organization doesn't take part in children's exploitation and also helps end it to the best of our ability.

## **Scope**

This policy applies to our entire organization and those we do business or partner with including suppliers, vendors and contractors.

The International Labour Organization (ILO) and the U.N Convention on the Rights of the Child guide our policy on child labour. When it comes to legal aspects, we always:



1. Follow the stricter law if more than one laws apply (e.g. state and federal, local and international).
2. Require suppliers, partners and vendors to follow the stricter applicable laws and recognize children’s rights. They must also require their own suppliers, subcontractors and stakeholders to do the same. In this policy, we refer to “children” as people who are younger than [18] years of age. “Young

## **Policy elements**

### **Young children**

When it comes to young children (younger than 16), we don’t want to stand in the way of their health, schooling or free time. That’s why we don’t and won’t employ anyone younger than 18 years of age and require our subsidiaries to do the same, regardless of the country they’re in.

### **Older children**

When it comes to employing children who are older than 16, we’ll always follow the local and international laws. As a general rule, these children can have a job, but they should never do work that jeopardizes their health and safety or affects their schooling and development. With this rule in mind, we may employ children older than 16 for light work such as general administration during summer months or breaks from school (i.e. Spring Break). They will not use any heavy or dangerous equipment, chemicals or vehicles when working. We’ll determine their work hours and wage based on applicable laws. We won’t employ children for more than the maximum weekly or daily hours allowed. These are mandatory conditions when forming partnerships or other business relationships. We’ll refuse to do business with anyone who employs children of any age in hazardous or exhausting jobs or doesn’t follow applicable laws on working hours or pay. We also expect them to communicate and enforce the no child labour policy to their own contractors.



## **Actions and Implementation**

To make sure we enforce this policy and help eliminate child labour, we're committed to:

1. Working with governments and other organizations to end child labour. We may sponsor or organize actions to educate communities, build schools or find ways to ensure children won't be forced to work to support their families.
2. Educating our staff on youth work laws and show them how to report child labour if they see or suspect it.
3. Requiring hiring managers and HR to avoid hiring minors under the legal age for working. We also expect them to know and follow this policy and laws on wages and hours for older children.
4. Keeping and validating documentation verifying our employees' age after they're hired. If we discover that we've hired a minor under the age of 18, we'll review applicable laws and adjust working hours accordingly. If we need to let the child go, we'll assess their situation and make
5. be salary for a couple of months) when necessary.
6. Communicating our no child labour policy to organizations we're connected with and ensure our contracts have the right stipulations.
7. Auditing suppliers and partners (especially those in industries with high child labour risk) periodically to ensure they aren't involved in child labour, possibly with unannounced onsite visits too. We'll require them to provide us with an updated list of all their business locations at all times. If we discover hidden business sites that employ children, we'll dissolve our contract immediately.
8. Demanding and monitoring an elimination plan in cases where suppliers discover child labour in their business. We'll also work together with the stakeholder to create plans to support children, keeping their best interests in mind, and make efforts to involve them and their families in the process.
9. Employing or consulting with experts on topics like child labour, health and safety standards or corporate social responsibility.





## **Children's welfare is everyone's business**

We want to grow and thrive as a business, but we're also committed to do good by the community we belong in. We ask all our employees and partners to follow this policy, not just because we demand it as an organization, but because securing a bright future for children is everyone's duty.

GLBC is fully committed to two things – our employees and our customers'. We offer employee based recognition and reward programs including profit sharing, continuous improvement incentives, and companywide performance goals. We emphasize teamwork but value individual contributions to the team.

### How We Monitor Ourselves and our Suppliers

We maintain internal accountability standards and procedures to address employees, contractors or suppliers who fail to meet company standards regarding slavery and human trafficking.

Credible information regarding a potential violation of the Global Anti-Human Trafficking Policy and the Human Rights Policy, whether discovered by employees or suppliers, and their employees and agents, should be promptly reported to the company.

### How We Have Addressed Reported Risks or Use of Forced Labour or Child Labour in our Supply Chains

As of May 29<sup>th</sup>, 2024 GLBC has not faced situations of forced labour or child labour and has therefore not had to remedy and rectify such situations.