

RMS Good Practice Principles

1.0 Introduction

The Recycled Material Standard (RMS) enables participating brands and suppliers to celebrate their sustainability efforts that collectively advance the use of recycled materials. The standards within the program establish requirements necessary to assure accuracy and transparency of claims with the support of a robust third party certification system.

The standards do not directly address the breadth of environmental, economic, and social aspects of an organization's operations; however, it is expected that each certified organization will operate in a manner that works to advance improvements in these three areas. In addition to setting the performance expectations in environmental, economic, and social impact areas, the Good Practice Principles also serve as a means to maintain the integrity of the RMS Program, ensuring that participating companies are supporting the greater good in these key sustainability impact areas.

As a condition of participation in the RMS Program, each organization must sign an attestation that the organization conducts its operations in ways that comply with the guiding principles outlined below. The Good Practice Principles Attestation must be reviewed and signed on an annual basis.

2.0 Environmental Principles

- 2.1 The organization shall remain in compliance with all federal, state, and local regulations regarding waste and effluents. If the company is found to be out of compliance by a regulatory agency, the company shall perform the corrective action necessary to come back into compliance. Repeat violations of the same regulation or multiple violations of different regulations could result in the revocation of the RMS certification.
- 2.2 The organization shall pursue best practices that foster sustainable resource management relating to the products in their supply chain. Best practices should be in place for sustainable land management, ensuring water quality and conservation, pollution prevention, greenhouse gas reduction, and protection of biodiversity.
- 2.3 The organization shall have in place a policy for analyzing and phasing out chemicals and materials of concern in its portfolio of products.

3.0 Economic Principles

- 3.1 The organization shall foster equal opportunities for employment for all employees in terms of recruitment, compensation, access to training, promotion, termination, and retirement.
- 3.2 The organization shall comply with relevant laws and regulations to maintain a fair competition environment and shall not tolerate bribery or corruption. The organization shall adopt and publicize policies defining and prohibiting corrupt practices to its employees and contractors (e.g., within an employee handbook or contractor terms.)

- 3.3 The organization shall establish effective corporate governance and effective ethical standards including an expressed corporate social responsibility mission or vision.

4.0 Social Principles

- 4.1 The organization shall ensure a safe working environment for all employees. This means, personal protective gear is available if needed, appropriate medical attention can be provided if injuries occur on the job, and, if residential space is provided, it is clean and meets all applicable codes and regulations.
- 4.2 The organizations shall be in compliance with all applicable labor laws for the countries and localities they operate in, and employ a workforce that does not include forced, bonded, indentured, or prison labor. All work must be performed voluntarily and for compensation with the exception of unpaid internships as further defined below.
- 4.3 Companies may offer unpaid internships as long as they are used appropriately; e.g., to educate or to develop and create opportunities. To ensure that internships are used in the spirit intended, companies should document the educational opportunity being provided.
- 4.4 The organization shall not use child labor, as defined by local law or International Labour Organization principles.
- 4.5 The organization shall respect the human rights of employees and the residents of communities within the places which they operate.

Good Practice Principles Attestation

The signing organization hereby declares that it has read and understood the “Recycled Material Standard Good Practice Principles” and attests that is in compliance with the Recycled Material Standard Good Practice Principles. This policy stipulates the RMS position related to sustainability practices by organizations certified to the Recycled Material Standards. If violation of these Principles is reported or discovered, either through press coverage or other means of public disclosure, GreenBlue reserves the right to engage with the organization to request supplemental documentation, as defined by the RMS Complaints and Appeals Policy. Companies failing to produce documentation when a non-compliance with the Principles is suspected may have their certification suspended until the matter can be resolved through the RMS Complaints and Appeals Policy.

Name of Organization

Authorized Signature

Date

Title of Signatory