



SUPPLIER GUIDING PRINCIPLES



PURPOSE

O-I GLASS, INC. IS THE LEADING GLOBAL MANUFACTURER OF GLASS BOTTLES AND JARS – serving customers in beer, wine, spirits, food, nonalcoholic beverages, cosmetics and pharmaceuticals. O-I serves and partners with thousands of customers, many of whom produce the world’s best-known food and beverage brands. O-I is proud to be the maker of the world’s most sustainable package – the glass container.

JUST AS O-I IS FOCUSED ON THE SUSTAINABILITY OF THE GLASS PACKAGING IT MANUFACTURES, O-I IS ALSO FOCUSED ON THE SUSTAINABILITY OF ITS REPUTATION. Over the years, O-I’s employees have been guided by the following principles which have helped them to sustain O-I’s reputation:

- compliance with applicable laws and regulations, and
- adherence to high standards of ethical conduct including a commitment to total and unwavering integrity.

O-I SEEKS TO FOSTER RELATIONSHIPS WITH SUPPLIERS WHO SHARE SIMILAR VALUES. O-I expects its suppliers to conduct their business in compliance with laws and in accordance with high ethical standards. With production locations around the globe, O-I places great importance on the relationships O-I maintains with all of its suppliers. O-I’s global supply chain includes a variety of local, regional and global suppliers, who provide a wide range of products and services.

THE SUPPLIER GUIDING PRINCIPLES RESTATE O-I’S REQUIREMENTS AND EMPHASIZE GOOD WORKPLACE POLICIES THAT COMPLY WITH ALL APPLICABLE LAWS including but not limited to labor and environmental laws. O-I expects suppliers with whom O-I has a contractual/business relationship to comply with its Supplier Guiding Principles. Further, O-I expects that its suppliers will manage their supply chains in a manner consistent with these Supplier Guiding Principles.



SCOPE

O-I will apply these Supplier Guiding Principles to all suppliers with whom O-I, its affiliates and business units worldwide have a contractual/business relationship, including contractors, and suppliers of products and services.

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- 1. LEGAL REQUIREMENTS:** Suppliers will comply with all applicable laws and regulations in providing products and services to O-I.
- 2. COMPLIANCE WITH LABOR LAWS AND REGULATIONS:**
 - **Minimum Age for Employment** – Suppliers will not employ anyone under the legal working age as defined by local law.
 - **Forced Labor** – Suppliers will not use forced or involuntary prison labor.
 - **Human Trafficking** – Suppliers will comply with all applicable laws prohibiting human trafficking and modern slavery.
 - **Abuse and Harassment** – Suppliers will not use corporal punishment or other forms of physical or sexual harassment or abuse of their employees. Including mental or verbal abuse and threats.
 - **Discrimination** – Suppliers will not discriminate on the basis of any condition or characteristic which is protected by applicable law or regulation.
 - **Freedom of Association** – Suppliers will recognize and respect each employee's right to associate with any legally sanctioned organization. The rights of labor unions must be respected.
 - **Work Hours, Work Week and Payment of Wages** – Suppliers will comply with all applicable local laws.
- 3. WORKPLACE HEALTH AND SAFETY:** Suppliers will provide employees with working conditions that are in compliance with all applicable laws and regulations regarding worker health and safety.
- 4. ENVIRONMENTAL PRACTICES:** O-I suppliers will be expected to meet applicable environmental laws and regulations in their operations and to develop and implement plans and programs to correct any non-compliant practices.
- 5. SUSTAINABILITY:** As makers of the world's most natural and sustainable package, O-I has incorporated sustainability into its business practices from the beginning. O-I encourages its suppliers to promote sustainability in their operations by reducing consumption, extending life of products used in the manufacturing process, and decreasing waste. O-I also encourages its suppliers to actively engage in the communities they serve.
- 6. ANTI-CORRUPTION:** Suppliers acting on behalf of O-I must comply with the U.S. Foreign Corrupt Practices Act and the U.K. Bribery Act, as well as all local laws dealing with bribery of government officials. In connection with any transaction as a supplier to O-I, or that otherwise involves O-I, the Supplier must not make or offer bribes, payments, or anything of value, directly or indirectly, to any government official, employee of a government-controlled company, or political party, in order to obtain or retain business or any other improper business advantage. Suppliers acting on behalf of O-I are prohibited from making facilitating payments to government officials.
- 7. CONFLICTS OF INTEREST:** All O-I employees must avoid transactions or activities that result in, or give the appearance of, a conflict between personal interests and those of O-I. This would include any financial or other relationship with a supplier. Suppliers should not employ or otherwise make payments to any O-I employee during the course of any transaction between the supplier and O-I.
- 8. GIFTS, MEALS, AND ENTERTAINMENT OFFERED TO O-I EMPLOYEES:** O-I employees are prohibited from accepting anything more than occasional and modest gifts, meals, and entertainment from suppliers. From a USD standpoint, modest gifts, meals, and entertainment would include items valued at less than \$100 USD. This includes business meals, sporting events, golf, travel and accommodations, concerts, etc. Gifts of cash or cash equivalents, such as gift cards, are prohibited.

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- 9. ANTITRUST AND COMPETITION LAW:** In connection with any transaction as a supplier to O-I, or that otherwise involves O-I, the Supplier must comply with all applicable antitrust and competition laws.
- 10. PROTECTING CONFIDENTIAL INFORMATION:** Suppliers who have been given access to O-I's confidential information as part of the business relationship must not share this information with anyone unless authorized to do so by O-I in advance.
- 11. CONFLICT MINERALS:** U.S. law requires O-I and other U.S. publicly traded companies to make certain disclosures regarding conflict minerals (tin, tantalum, tungsten, and gold) which have originated in the Democratic Republic of the Congo or an adjoining country. O-I expects its suppliers to provide the information needed in order for O-I to comply with its reporting obligations to the U.S. regulators including whether any conflict minerals are contained in components and materials supplied to O-I. O-I expects that its suppliers will support efforts to eradicate the use of conflict minerals which directly or indirectly finance or benefit armed groups in the Democratic Republic of Congo or adjoining countries.
- 12. TRADE COMPLIANCE:** O-I expects its suppliers to comply with all applicable international trade laws and regulations, including those regarding embargoes, boycotts and other economic sanctions.
- 13. BUSINESS RECORDS:** O-I expects its suppliers to keep accurate and up-to-date records of matters related to their business with O-I, and

to demonstrate compliance with applicable laws and regulations as well as these Supplier Guiding Principles.

- 14. COMMUNICATIONS:** O-I expects its suppliers to take appropriate steps to communicate these Supplier Guiding Principles to their employees.
- 15. REPORTING POTENTIAL MISCONDUCT:** Suppliers who believe that an employee of O-I, or anyone acting on behalf of O-I, has engaged in illegal or otherwise improper conduct, should report the matter to O-I. The supplier can contact the employee's manager or O-I's Ethics & Compliance Office or use O-I's Ethics and Compliance Helpline via www.oietics.com, or the telephone numbers listed on the Helpline website. A supplier's relationship with O-I will not be affected by a report of potential misconduct made in good faith.
- 16. MONITORING:** Suppliers will be expected to certify their compliance with these Supplier Guiding Principles at O-I's request, and to authorize O-I and its designated agents (including any third parties) to engage in monitoring activities, including on-site inspections based upon reasonable notice.
- 17. COMPLIANCE:** O-I expects its suppliers to adhere to and conduct their business in accordance with these Supplier Guiding Principles. O-I encourages a continuous improvement approach by its suppliers to achieve compliance with these Supplier Guiding Principles including ongoing risk assessments and the implementation of appropriate actions to mitigate identified risks.





When O-I becomes aware of any actions or conditions not in compliance with these Supplier Guiding Principles, such actions or conditions will be reviewed, and appropriate corrective measures will be implemented.

Additionally, O-I expects that any non-compliance with these Supplier Guiding Principles, which could have a significant effect on O-I's business, is to be promptly reported to O-I by the supplier. Any such notification should be made to the attention of O-I's Chief Ethics and Compliance Officer via email using the following address: compliance@o-i.com.

In addition, reports of suspected non-compliance or misconduct by a supplier may be made via O-I's Ethics and Compliance Helpline via oiethics.com, or the telephone numbers listed on the Helpline website.

In situations involving non-compliance, O-I and its suppliers will develop ways to correct the non-compliance including a commitment from the supplier to correct the non-compliance within an appropriate timeframe. If there is no commitment from the supplier or a lack of corrective measures, O-I will consider taking appropriate corrective action which may include ceasing to do business with the supplier.

FURTHER INFORMATION AND CONTACTS:

For further information or support from O-I, please contact your O-I representative. To access these Supplier Guiding Principles in additional languages, please visit our website at o-i.com.

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