



Child Labor Prohibition Policy

Respecting and protecting human rights is a top priority for Journal Graphics and is codified and enforced through the Journal Graphic's Code of Conduct. Journal Graphics has a zero-tolerance policy against 'child'(as defined by the U.S. Department of Labor) labor as prohibited by international standards and relevant national laws and regulations in all stages of operations. Journal Graphics also understands that 'young workers' (as defined by the U.S. Department of Labor) may be more vulnerable to harm and injury. Journal Graphics does not employ any person under the age of eighteen years at the workplace. Journal Graphics prohibits child labor and forced or compulsory labor in all its units. No employee is made to work against their will or as bonded/forced labor or subject to corporal punishment or coercion of any type related to work.

Policy Against Harassment

Journal Graphics is committed to providing a work environment free from all forms of discrimination and conduct considered harassing, coercive, or disruptive, including sexual harassment. Harassment under this policy includes, but is not limited to, actions, words, jokes, or comments based on an individual because of his/her race, color, religion, sex, sexual orientation, origin, age, disability, marital status, sexual orientation, citizenship, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that (i) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment.

Sexual harassment is defined as unwanted or unwelcome sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual or otherwise offensive nature.

AT-WILL EMPLOYMENT

Journal Graphics is an at-will employer. Employees have the right to terminate the employment relationship at any time, for any reason, with or without prior notice. Journal Graphics likewise reserves the right to terminate the employment relationship of any employee for any reason or for no reason, at any time, with or without notice

Equal Employment Opportunity

Journal Graphics is an equal-opportunity employer. We hire and promote our employees without regard to race, religion, color, sex, sexual orientation, disability, age, or marital status.

Family relationships, veteran status, national origin, or another protected category. In addition, Journal Graphics complies with applicable federal, state, and local laws governing nondiscrimination.

It is Journal Graphics' goal to be the employer of choice. To achieve that end, management is committed to cultivating a diverse work environment where individual differences are appreciated and respected.

Wages and Hours

Based on the conditions of employment, employees of Journal Graphics fall into the following categories:

Regular Employee: An employee who has not been classified as a Temporary Employee.

Full-Time: An employee who routinely works thirty (30) or more hours a workweek.

Part-Time: An employee who routinely works less than thirty (30) hours in a workweek.

Exempt: Those employees who are engaged in administrative, executive, or professional work who: (a) perform predominantly intellectual, managerial, or creative tasks; (b) exercise discretion and independent judgment; and (c) earn a minimum salary as required by law and are paid on a salary basis. Employees who Journal Graphics has classified as exempt based on their job duties are salary are exempt from the overtime provisions of the Federal and State Wage and Hour laws. Further, exempt employees are not eligible for overtime pay.

Non-Exempt: Those employees who Journal Graphics has classified, based on their job duties, as non-exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Non-exempt employees receive overtime pay in accordance with our overtime policy and are paid hourly.

On-Call Employees: An employee routinely hired to work on an "as-needed" basis.

Employees: A temporary employee is hired for a specified project or time frame. Temporary employees do not receive any additional compensation or benefits provided by Journal Graphics.

Freedom of Association and Collective Bargaining

1. Recognition of the right to collective bargaining: Journal Graphics recognizes the right of its employees to form, join, or assist labor organizations of their choosing and to engage in collective bargaining with their employer.
2. Voluntary nature of collective bargaining: Collective bargaining will be entered into voluntarily by Journal Graphics and the representatives of the employees.
3. Non-interference: Journal Graphics will not interfere with the formation, existence, or lawful activities of labor organizations.
4. Good faith negotiations: Journal Graphics and the employees' representatives will negotiate in good faith to reach a mutually acceptable agreement on wages, benefits, and working conditions.
5. Agreement to be in writing: Any agreement reached through collective bargaining will be reduced to paper and binding to Journal Graphics and the employees.
6. No retaliation: Journal Graphics will not discriminate or take any retaliatory action against employees for exercising their rights to collective bargaining.
7. Effective dispute resolution: An effective dispute resolution procedure, such as mediation or arbitration, will be established to resolve any disputes arising between Journal Graphics and the employees during the collective bargaining process.
8. Review: The policy on collective bargaining will be reviewed at least once a year by the management of the Journal Graphics and representatives of the employees to ensure that it is still in line with current needs and practices.

Elimination of All Forms of Forced or Compulsory Labour

Journal Graphics is committed to maintaining the highest standards of ethical conduct in all our business activities. In line with this commitment, we firmly denounce the use of forced labor in any form, in accordance with 18 U.S. Code § 1589 - Forced labour and Convention 29 of the International Labor Organization (ILO), article 2.1. As defined by 18 U.S. Code § 1589, this federal law prohibits any person from providing or obtaining the labor or services of a person through certain means, such as by means of serious harm, the threatened use of serious harm, or the use of abuse, threats, or restraint. As defined by Convention 29 of the ILO, article 2.1, forced labor is "all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily."

To ensure that our supply chain is free from forced labor, we have implemented a robust due diligence process, including regular audits of our suppliers, to identify and address any potential issues. We also have a zero-tolerance policy for any violation of this policy and will take immediate action if we become aware of such practices within our supply chain.

As part of our efforts to combat forced labor, we also work closely with organizations and experts in the field to stay informed about the latest developments and best practices in the fight against forced labor.

Furthermore, we will ensure that all our employees, contractors, and business partners comply with this policy. We will not do business with any entity that engages in forced labor as defined by 18 U.S. Code § 1589 and Convention 29, article 2.1. We encourage our employees, contractors, and business partners to report any suspected violations of this policy to the appropriate authorities.

We understand that the elimination of forced labor is a complex and ongoing process, and we are committed to continuously improving our efforts to combat it.