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Supply Chain Safety and Security Requirements for Suppliers

Valid for goods and services or part of a service within a supply chain with a destination to or from a country outside the European Union, including services performed at Stora Enso sites.

Background

Stora Enso applies the European Community Customs' Authorized Economic Operator (AEO) certification program to meet stipulated requirements for AEO certificates including Customs Simplifications / Safety and Security. An Authorized Economic Operator is an operator that is committed to assure the common objective of supply chain security, and is therefore entitled to enjoy benefits throughout the Community.

An AEO certificate Customs Simplifications / Security and Safety is issued to any economic operator established in the Community that fulfils the criteria of customs compliance, appropriate record-keeping standards, financial solvency, proven practical standards of competence or professional qualifications, and maintains appropriate security and safety standards. Authorized Economic Operators can only be held responsible for their part in the supply chain, but they are also dependent on the security standards of their business partners to ensure the security of the goods in their custody.

In order to meet the requirements, the entering into a new contractual arrangement with a business partner involves that the AEO certificate holder encourages the contracting party to assess and enhance its supply chain security and, to the extent practical from a business perspective, includes such language in contractual arrangements. In addition, the AEO holder is recommended to retain documentation to support and demonstrate efforts to ensure that business partners meet these requirements.

More information about AEO requirements is provided by European Community Taxation and Customs: https://ec.europa.eu/taxation_customs/customs-4/customs-security/aEO-authorized-economic-operator_en

Requirements for Suppliers

Suppliers must internally, and in relation to their sub-Suppliers, implement required safety procedures according to their role in the international supply chain. The Supplier must monitor, follow-up and take actions in order to comply with AEO requirements. Stora Enso has a right to follow up on the implementation of AEO requirements in the Supplier's organization and in relation to the Suppliers' sub-Suppliers.

The following requirements are applicable to all Suppliers that have access to goods supplied to or by Stora Enso within the international supply chain and with a destination to or from a country outside the European Union.

<i>No.</i>	<i>Item</i>	<i>Criteria</i>
1	General knowledge about AEO	The Supplier has appropriate knowledge of the AEO program and the requirements of the program applicable to their responsibilities and role in the international supply chain
2	Cargo protection	Cargo, transport units and trade documents are secured against unauthorized access and any illegal activities during production, loading, unloading, storage and transport
3	Information protection	Document archives, computers and IT systems are secured and have appropriate access control measures against loss and tampering of information
4	Recruitment procedures	The identity of all new employees is ensured and security screening is performed on prospective employees working in security sensitive positions
5	Employee procedures	Safety and security training is provided to employees on a regular basis to ensure that employees are aware of security risks related to the international supply chain
6	Contact person for safety and security	The Supplier has appointed a responsible person competent in safety and security related questions
7	Security guidelines	When working or accessing a Stora Enso's mill site, the Supplier's employee must comply with all security instructions provided by Stora Enso
8	Deviation reporting and follow up	The Supplier has procedures to immediately inform Stora Enso's contact person of any security risks or deviations in relation to cargo, trade documents and information
9	Information protection	The Supplier's employee allowed to share information with a third party about Stora Enso's products or materials purchased or delivered only to the extent this is necessary for the delivery. Information may only be shared with a third party related to the specific purchase or delivery. It is prohibited to share any other information.
10	Sub-contractor follow up	The Supplier has appropriate measures of identification and follow-up of their sub-contractors

Requirements for production and storage

The following requirements are applicable to all Suppliers that have access to Stora Enso goods during production and/or storage.

<i>No.</i>	<i>Item</i>	<i>Criteria</i>
1	Facilities	Production, storage and warehouse facilities are built against unauthorized access
2	Access control measures	Appropriate security measures are implemented to prevent unauthorized access to production and storage areas. Such measures may include e.g. fences, security systems, access control etc.
3	Access rights control	Access rights, including keys and access cards, to production, storage and warehouse facilities, where goods are manufactured, stored, loaded and unloaded, must be limited and monitored accordingly

4	Employee procedures	Personnel working in production and storage areas are provided with security instructions and given regular training on security matters
5	Recruitment procedures	The identity, background and work history of personnel working in production and storage are verified

Requirements for loading and unloading

The following requirements are applicable to all Suppliers that have access to goods during loading and unloading.

No.	Item	Criteria
1	Facilities	Loading and unloading facilities are built against unauthorized access
2	Access control measures	Appropriate security measures are implemented to prevent unauthorized access to loading and unloading areas. Such measures may include e.g. fences, security systems, access control etc.
3	Access rights control	Access rights, including keys and access cards, to loading and unloading areas are limited and monitored accordingly
4	Employee procedures	Personnel working in loading and unloading have security instructions and are given regular training on security matters
5	Transport unit security	Transport units are inspected during loading and unloading to detect any illegal activities and unauthorized access. The inspection may be performed visually or using necessary tools. Any suspicious alterations in the structure of the transport unit must be reported. The following parts of all transport units must be inspected: <ol style="list-style-type: none"> 1) front wall 2) left side 3) right side 4) floor 5) inside/outside ceiling 6) inside/outside doors 7) exterior/bottom
6	Handling of seals	Bookkeeping of seals is maintained to ensure that seals are used accordingly
7	Handling of seals	Sealed transport units are inspected before unloading to verify that the seal is intact
8	Recruitment procedures	The identity, background and work history of personnel working in loading and unloading are verified

Requirements for transportation

The following requirements are applicable to all Suppliers that have access to goods during transportation.

No.	Item	Criteria
1	Access control measures	Appropriate security measures are implemented to prevent unauthorized access to cargo during transportation
2	Information security	Trade documents are secured during transportation

3	Employee procedures	Personnel working in transportation are provided security instructions and given regular training on security matters
4	Recruitment procedures	The identity, background and work history of personnel working in transportation are verified

Requirements for services performed at site

The Supplier should comply with the following while working at Stora Enso site:

- When working or accessing the site, the Supplier's employee should comply with all security instructions provided by Stora Enso.
- Where applicable, the Supplier should have routines to prevent unauthorized access to Stora Enso goods and products.
- The Supplier's personnel should participate in safety and security trainings to ensure that employees are aware of risks related to the international supply chain.
- All entry and exit should be done on through designated gates.
- The Supplier may be granted access permission to the site. The Supplier should inform immediately if the access card is lost and the access card should be returned after termination of the contract or whenever requested.
- If the Supplier has vehicle access to the site, the vehicle access permission should be registered at the gate and the driver should indicate the persons who are entering and exiting the site.
- The Supplier should ensure that access cards or permissions are not disclosed to other persons or other companies than those agreed with Stora Enso.
- The Supplier should comply with the confidentiality clause arising from the agreement between the parties.
- The Supplier does not have access to Stora Enso goods and products in addition to what is clearly stated in the agreement or required for the execution of the work.
- The Supplier should ensure that the identity of all employees accessing the site is confirmed.
- The Supplier should have procedures to immediately inform Stora Enso's contact person of any security risks or deviations in relation to cargo, trade documents and information, including unauthorized access to Stora Enso site.

Monitoring the fulfilment of the requirements

The supplier commits to fulfilling the safety and security requirements presented in this Appendix and services described in the contract. The Buyer has the right to monitor how the requirements are met in the Supplier's organization and in relation to the Suppliers' sub-Suppliers.