

## VITRUM GLASS GROUP

Representing Vitrum Industries Ltd. and Vitrum Glass Ltd.

### REPORT ON ADDRESSING FORCED LABOUR AND CHILD LABOUR IN SUPPLY CHAINS

2023 Annual Report

#### 1. Structure, Activities and Supply Chains

Vitrum Glass Group, headquartered in Langley, British Columbia, Canada, is a manufacturer and supplier of architectural glass products.

**Company Structure:** Vitrum Glass Group operates as an integrated company, with multiple departments that handle all aspects of the business management cycle. This includes manufacturing facilities, distribution centers, sales and marketing teams, and administrative functions in Township of Langley, BC, and Rocky View County, AB. The company has a hierarchical organizational structure with executives, managers, and employees working together to achieve its goals.

##### Activities:

- **Glass Manufacturing:** Vitrum Glass Group specializes in the fabrication of architectural glass products, including tempered glass, laminated glass, insulated glass units (IGUs), decorative glass, and specialty glass products.
- **Custom Fabrication:** The company offers custom fabrication services to meet the unique design and specification requirements of its customers. This includes cutting, edging, drilling, painting and other fabrication processes.
- **Quality Control:** Vitrum Glass Group places a strong emphasis on quality control throughout the manufacturing process. This involves preventive testing and inspection procedures to ensure that all glass products meet industry standards and customer expectations.
- **Development:** The company invests in initiatives to innovate and improve its product offerings. This may include developing new glass fabrication processes, improving manufacturing processes, and enhancing product performance.
- **Sales and Distribution:** Vitrum Glass Group has a dedicated sales and distribution network to market its products to customers across Canada and USA. This includes working with architects, contractors, glaziers, and other stakeholders in the construction industry.

**Supply Chains:** Key components of Vitrum Glass Group's supply chain include:

- **Raw Materials:** The company sources packs with glass sheets of multiple types and sizes from suppliers both regionally and globally, as well as components required to fabricate insulating glass units, and tools and parts required in the manufacturing process.
- **Logistics and Distribution:** The company utilizes its own and third-party logistics and distribution networks to transport finished glass products to distribution centers, customers' locations and construction sites.
- **Supplier Relationships:** Vitrum Glass Group maintains relationships with suppliers of equipment, machinery, and other components necessary for its manufacturing operations.

Overall, Vitrum Glass Group's structure, activities, and supply chains reflect its position as a prominent player in the architectural glass industry, with a focus on compliance with all applicable standards and regulations.

#### 2. Policies and Due Diligence Processes

In recognition of the risks associated with forced labor and child labor, Vitrum Glass Group will include specific language in its policies, mapping of main supply chains and due diligence processes to prevent and address such issues. Until this year, active and specific measures have not been taken to identify risks in its supply chain related to forced labour or child labour.

### **3. Remediation Measures**

Existing policies will be updated accordingly, and a Supplier Code of Conduct will be introduced that explicitly prohibits the use of forced labor and child labor in any stage of production. Main suppliers will be mandated to adhere to these standards. If instances of forced labor or child labor are identified within our supply chain, Vitrum Glass Group will take immediate action to remediate the situation. This may include ceasing business relationships with non-compliant suppliers and implementing corrective measures to prevent future occurrences.

### **4. Employee Training on Forced Labour and Child Labour**

To ensure that our employees are equipped to identify and address instances of forced labor and child labor, Vitrum Glass Group will include this topic in its training and awareness programs. These programs cover topics such as recognizing signs of exploitation and reporting mechanisms for addressing concerns within the supply chain.

### **5. Assessment of Effectiveness**

Vitrum Glass Group will assess the effectiveness of its efforts to combat forced labor and child labor in its business and supply chains. This assessment includes monitoring key performance indicators related to supplier compliance, conducting regular audits of main suppliers' due diligence processes, and soliciting proof of compliance from them. By evaluating our progress and identifying areas for improvement, we remain committed to upholding the highest ethical standards across our operations.

### **6. Conclusion**

At Vitrum Glass Group, we recognize the importance of addressing forced labor and child labor in our supply chains. Through robust policies, due diligence processes, remediation measures, employee training, and ongoing assessment, we are committed to ensuring that our business operates ethically and responsibly. By working collaboratively with main suppliers and continuously striving for improvement in all areas of our business including social corporate responsibility, we aim to create a supply chain that respects the rights and dignity of all workers and eradicates the risk of forced labour and child labour exploitive practices in our supply chains.



Thomas Martini  
CEO and President  
May 15, 2024

“I have the authority to bind Vitrum Industries Ltd. and Vitrum Glass Ltd.”