

## **Part 1 - Submission information**

### **1. This report is for: (Mandatory)**

- An entity

### **2. State the legal name of the reporting entity or government institution (Mandatory)**

- Stepan Company

### **3. Reporting year (Mandatory)**

Select from the drop down menu the applicable reporting deadline for which you are submitting a report:

- **May 31, 2025**

### **4. Financial year covered by report (Mandatory)**

- Start date: January 1, 2024
- End date: December 31, 2024

### **5. Is this a revised version of a report that was already submitted this reporting year? (Mandatory)**

- No

#### **5.1 If yes, on what date was the original report submitted? (Mandatory)**

- N/A

#### **5.2 Describe the changes made to the original submission, including the sections of the original report that were revised or any changes made to questionnaire responses (3,000 character limit). (Mandatory)**

- N/A

### **6. For entities only: Business number(s) (if applicable, provide the business number of the entity completing this questionnaire):**

- N/A

### **7. For entities only: Is this a joint report? (Mandatory)**

- No

**7.1 If yes, state the legal name of each entity covered by this report. (Mandatory)**

- N/A

**7.2 Identify the business number(s) of each entity covered by this report (if applicable).**

- N/A

**8. For entities only: Is the entity also subject to reporting requirements under supply chain legislation in another jurisdiction? (Mandatory)**

- Yes

**8.1 If yes, select the applicable law(s). Select all that apply. (Mandatory)**

- California's *Transparency in Supply Chains Act*

**9. For entities only: Which of the following categories apply to the entity? Select all that apply. (Mandatory)**

- Canadian business presence (select all that apply):
  - Does business in Canada
- Meets size-related thresholds (select all that apply):
  - Has at least \$20 million in assets for at least one of its two most recent financial years
  - Has generated at least \$40 million in revenue for at least one of its two most recent financial years
  - Employs an average of at least 250 employees for at least one of its two most recent financial years

**10. For entities only: In which of the following sectors or industries does the entity operate? Select all that apply. (Mandatory)**

- Manufacturing
  - Chemical manufacturing

**11. For entities only: In which country is the entity headquartered or principally located? (Mandatory)**

- United States of America

**11.1 If in Canada: In which province or territory is the entity headquartered or principally located? (Mandatory)**

- N/A

**12. For government institutions only: Is this a report for a parent federal Crown corporation or a wholly-owned subsidiary? (Mandatory)**

- N/A

**12.1 If yes, in which of the following sectors or industries does the parent federal Crown corporation or wholly-owned subsidiary operate? Select all that apply. (Mandatory)**

- N/A

**12.2 If yes, in which province or territory is the parent federal Crown corporation or wholly-owned subsidiary headquartered or principally located? (Mandatory)**

- N/A

## **Part 2 - Annual Report**

### **Reporting for entities**

**1. Which of the following accurately describes the entity's structure? (Mandatory)**

- Corporation

**2. Which of the following accurately describes the entity's activities? Select all that apply. (Mandatory)**

- Producing goods (includes manufacturing, extracting, growing and processing) outside Canada
- Importing into Canada goods produced outside Canada
- Controlling an entity engaged in producing goods outside Canada
- Controlling an entity engaged in importing into Canada goods produced outside Canada

**3. What steps has the entity taken in the previous financial year to prevent and reduce the risk that forced labour or child labour is used at any step of the production of**

**goods in Canada or elsewhere by the entity or of goods imported into Canada by the entity? Select all that apply. (Mandatory)**

- Mapping supply chains
- Addressing practices in the organization's activities and supply chains that may cause or contribute to the risk of forced labour and/or child labour
- Developing and implementing anti-forced labour and/or -child labour standards, codes of conduct and/or compliance checklists
- Developing and implementing grievance mechanisms to address complaints in the workplace
- Developing and implementing procedures to track effectiveness in addressing forced labour and/or child labour

**4. Please provide additional information describing the steps taken (if applicable) (3,000 character limit).**

**5. Does the entity currently have policies and/or due diligence processes in place related to forced labour and/or child labour? (Mandatory)**

- Yes

**5.1 If yes, which elements of the policies and/or due diligence process has the entity implemented in relation to forced labour and/or child labour? Select all that apply. (Mandatory)**

- Embedding responsible business conduct into policies and management systems

**6. Has the entity identified parts of its activities and supply chains that carry a risk of forced labour or child labour being used? (Mandatory)**

- Yes, we have started the process of identifying parts of our activities and/or supply chains that carry risks, but there are still gaps in our assessments.

**6.1 If yes, has the entity identified forced labour or child labour risks related to any of the following aspects of its activities and supply chains? Select all that apply. (Mandatory)**

- The raw materials or commodities used in its supply chains
- Tier three suppliers
- Suppliers further down the supply chain than tier three

**7. Has the entity identified forced labour or child labour risks in its activities and supply chains related to any of the following sectors and industries? Select all that apply. (Mandatory)**

- Agriculture, forestry, fishing and hunting
  - Crop production
  - Forestry and logging

**8. Please provide additional information on the parts of the entity's activities and supply chains that carry a risk of forced labour or child labour being used, as well as the steps that the entity has taken to assess and manage that risk (if applicable) (3,000 character limit).**

**9. Has the entity taken any measures to remediate any forced labour or child labour in its activities and supply chains? (Mandatory)**

- Not applicable, we have not identified any forced labour or child labour in our activities and supply chains.

**9.1 If yes, which remediation measures has the entity taken? Select all that apply. (Mandatory)**

- N/A

**10. Has the entity taken any measures to remediate the loss of income to the most vulnerable individuals and families that results from measures taken to eliminate the use of forced labour or child labour in its activities and supply chains? (Mandatory)**

- Not applicable, we have not identified any loss of income to vulnerable families resulting from measures taken to eliminate the use of forced labour or child labour in our activities and supply chains.

**11. Does the entity currently provide training to employees on forced labour and/or child labour? (Mandatory)**

- Yes

**11.1 If yes, is the training mandatory? (Mandatory)**

- Yes, the training is mandatory for all employees.

