

Kimberly-Clark Supplier Handbook – Contents

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1 – Introduction and Purpose

We're inspired by what's beyond essential

At Kimberly-Clark, we lead the world in essentials for a better life by providing the products and solutions that make life better for our consumers, customers, suppliers and communities around the world. Doing so requires that we find opportunities that grow and strengthen our business. By partnering with trusted suppliers from around the world, we are able to cultivate new ideas, drive mutual value, and achieve our vision.

Whether you're a current or potential supplier, we invite you to explore this Supplier Handbook and our on-line public site [SupplierLINK](#) to better understand who we are and how to conduct business with us. Here you will learn more about the values, ethics, and standards we hold ourselves and our suppliers to each and every day around the globe. SupplierLINK also connects you to portal-based technologies, process guidelines and other important tools that enable more efficient ways of working together, and much more.

We look forward to partnering with you as we continue to create value from source to shelf.

2 – Social Compliance Standards

Supplier Social Compliance Standards

We believe that shared values and commitments must serve as the foundation for our supplier relationships. Our Supplier Social Compliance Standards outlines expectations for suppliers to demonstrate a fair, safe and healthy workplace, as well as safeguard business integrity.

The Supplier Social Compliance Standards are driven by the belief that good corporate citizenship is essential to our long-term business success, and must be reflected in our relationships and actions in our workplaces and the workplaces of those who are authorized to directly supply our business.

We expect our suppliers to review these standards, and to develop and implement appropriate actions to ensure compliance to these standards. In addition, Kimberly-Clark routinely assesses supplier compliance to these standards.

Supplier Social Compliance Standards:

- [Chinese \(Traditional\)](#)
- [Chinese \(Simplified\)](#)
- [English](#)
- [Hebrew](#)
- [Korean](#)
- [Malay](#)
- [Portuguese](#)
- [Russian](#)
- [Spanish](#)
- [Thai](#)

Read more about Kimberly-Clark's [Supply Chain programs](#), and how Kimberly-Clark works with suppliers to meet our standards of performance for human rights, labor rights, employee safety, anti-corruption and environmental protection.

Addressing the UK Modern Slavery Act and the California Transparency In Supply Chain Act

Kimberly-Clark Corporation reviews its product supply chains to evaluate and address the risks of human trafficking and forced labor. We confirm a key supplier's compliance with standards for human trafficking and forced labor through one or more of: (i) a supplier's declaration of compliance; (ii) an inspection by Kimberly-Clark personnel; or (iii) an independent third-party audit. We also audit our key suppliers to ensure that their practices comply with applicable national laws regarding human trafficking and forced labor.

Kimberly-Clark's [Code of Conduct](#) establishes the company's expectations and creates accountability for our people with respect to human rights and other ethical concerns.

Similarly, we have published [Supplier Social Compliance Standards](#) that set forth our principles and procedures to hold suppliers, employees, and contractors accountable for combating forced labor and human trafficking. Kimberly-Clark provides training on human trafficking and forced labor for its employees and managers with direct responsibility for our supply chain. The training includes a strong focus on identifying and mitigating risks.

Conflict Minerals

To ensure Conflict Minerals compliance, all Kimberly-Clark suppliers will:

Assist Kimberly-Clark in complying with government regulatory requirements on Conflict Minerals use and reporting in all regions;

- Respond to Kimberly-Clark Conflict Minerals data requests using the Conflict Minerals Reporting Template (CMRT) or other formats that K-C may deem necessary; and
- Not source tin, tungsten, tantalum or gold from uncertified smelters in the conflict region, which consists of the Democratic Republic of the Congo and adjacent countries.

For more information, please review Kimberly-Clark's most recent [Conflict Minerals Report](#).

3 – Ethics

Business Gratuities

Business gratuities, which include anything of value, such as gifts, meals, or entertainment, can strengthen working relationships with our business partners. We avoid even the appearance of making business decisions based on business gratuities. We are committed to winning business on the quality of our products and solutions. We would always rather lose the business than secure it through an improper payment.

OUR ESSENTIAL COMMITMENTS

- We do not give or ask for business gratuities to make the other person feel obligated to do something in return.
- We limit giving or receiving business gratuities to what is reasonable and appropriate under the circumstances and avoid frequent gifts to or from the same person or company, consistent with our Code and Business Gratuities Policy.
- We make sure that any business gratuity given or received complies with our Business Gratuities Policy, and we obtain approval, when required, by completing the Business Gratuities Disclosure Form.
- We do not offer, promise, make, or authorize the giving of anything of value to a government official that is inconsistent with our Code and Anti-Corruption Policy.
- If we make charitable donations, we do so in accordance with K-C policy to support legitimate charitable causes, not as part of an exchange of favors.

Anti-Trust Compliance

Policy Statement

It is the policy of Kimberly-Clark not to violate or appear to violate antitrust laws.

It is the intent of this policy to:

- Prohibit agreements or understandings with any competitor regarding the production, marketing or sale of Kimberly-Clark's products and services, including any agreements or understandings to restrict production, allocate customers or markets or fix prices or other terms and conditions of sale.
- Prohibit discussions with any competitor about Kimberly-Clark's production, marketing, sales and other business plans or practices except for a bona fide transaction of purchase or sale with a competitor, or issues of public safety.
- Prohibit any pricing or other practice having for its purpose the destruction of a competitor or of competition.
- Assign responsibility to each manager for ensuring compliance with this policy.

All suppliers who act on behalf of Kimberly-Clark are expected to comply with this policy and avoid actions intended to influence or obtain an improper advantage.

4 – Quality, Safety, Health and Environment

Quality

Policy Statement

It is the policy of Kimberly-Clark to design, manufacture and deliver products which meet or exceed customer expectations for quality, performance and value.

Kimberly-Clark requires high quality for all purchased materials, products and services that consistently meet customer's and consumer's needs, perform as intended and are safe for their intended use.

It is the intent of this policy to:

- Establish accountability for quality management;
- provide a common framework for the establishment and communication of quality practices; and
- conduct regular assessment of quality practices to promote continuous process, product and service improvement, and to ensure compliance with applicable laws and regulations.

Our suppliers directly share in the responsibility to ensure that the highest degree of focus is taken to meet or exceed all specified safety, compliance, and quality requirements. These product specifications and quality requirements may be defined in a supply agreement and a quality agreement as agreed by a Kimberly-Clark company and its external supplier.

Product Safety and Health

Supplier Requirements for Full Material Disclosure

Policy Statement

It is the policy of Kimberly-Clark to provide products and services that recognize a sincere and proper regard for public safety through regular assessment to ensure that they meet current regulatory requirements and public safety expectations.

Supply chain transparency is critical for managing rising levels of risk in an environment where corporate supply chain practices are attracting increasing legal, regulatory, and consumer scrutiny. Therefore, Kimberly-Clark will collect substance information for its materials, ingredients, products, and packaging.

We gather the full chemical composition from the supply chain to not only confirm safety and regulatory compliance, but to also enable us to proactively respond to emerging new regulations and chemicals of concern.

To facilitate supply chain transparency, Kimberly-Clark requires:

- Upon request, supplier will provide full material disclosure (100%) of the chemical composition of all materials, ingredients, products and packaging provided to Kimberly-Clark. Full material disclosure includes the trade name, supplier name, and concentration of each component.
- Supplier will provide additional documentation and data such as, but not limited to, certifications, letters of compliance, and test data as requested to demonstrate or verify compliance.
- Supplier will provide reasonable access to information on downstream component suppliers for the purpose of obtaining full material disclosure. Supplier will, at no additional charge, provide Kimberly-Clark such assistance as they may reasonably require.
- Supplier will notify Kimberly-Clark prior to any compositional change.

Management of Restricted Substances

Kimberly-Clark has rigorous safety and quality requirements, and we are proud of our long track record of producing safe products. This commitment to safety includes the ingredients used in our products.

We maintain a Restricted Substances List to ensure a consistent, global approach to safeguarding our consumers and the environment from exposure to ingredients of potential concern. And, we are committed to reducing or eliminating restricted substances and to implementing the use of alternatives through our continuous research and development efforts.

Restricted Substances Management at Kimberly-Clark is based on the following principles:

- Maintain a Restricted Substances List (RSL) for Kimberly-Clark products that contains restricted (limits established by product or material) and prohibited ingredients relevant to Kimberly-Clark products. Suppliers should note that the Kimberly-Clark RSL represents a small subset of chemicals that we prohibit. There are many more chemicals that we would prohibit but do not list since they would not be considered for use in the products we produce.
- Formally review substances and ingredients in our products to ensure they meet current regulatory requirements and public safety expectations.
- Proactively monitor and assess new information regarding ingredients published by scientific research and regulatory agencies globally, including public perception, to ensure the RSL remains current.
- Provide an active process for identification, review and communication of the RSL to enable the proactive development of business strategies to remove and/or reduce specific chemicals of concern, and advance safer alternatives, in some instances above and beyond regulatory requirements.
- Collaborate with supply chain partners to reduce, eliminate, or manage chemicals identified by Kimberly-Clark on the RSL.

We require our suppliers to adhere to the Kimberly-Clark RSL, and to have processes and systems in place to ensure compliance.

Fragrances and Essential Oils

Kimberly-Clark offers products that are scented and also scent-free options to meet the needs of our customers and consumers. Our fragrances are created taking into account our internal safety standards, as well as the safety standards set by the International Fragrance Association (IFRA).

For fragrance compliance, Kimberly-Clark suppliers will:

- Provide a statement of compliance with IFRA standards for the relevant conditions of use for the current issuance of IFRA amendments.
- Provide information for the purposes of determining regulatory compliance and safety assessment.
- Comply with the current Kimberly-Clark Fragrance and Essential Oil Standard.

All of our fragrances must comply with the safety standards of the International Fragrance Association and the IFRA Code of Practice, which take into account numerous factors including chemical composition, variety of use, volume of use, usage concentration and more.

The IFRA standards currently restrict the use of more than 170 substances due to their chemical profile. For more information about IFRA go to <https://ifrafragrance.org/>

Animal Testing

Kimberly-Clark does not test our products or ingredients on animals unless required by law, regulation, or a governmental authority or unless no alternative method is available to ensure human safety prior to product use.

We are committed to using alternative methods thereby ending the need for animal testing. We continue our investment and collaboration with independent research programs seeking to improve current non-animal assays and discovery of novel alternative methods.

Environment

Sustainability Policies

Kimberly-Clark's sustainability policies outline our commitment to operating in an environmentally, ethical and socially responsible manner. We expect our suppliers to adopt these same commitments when working with us.

Learn more about Kimberly-Clark's [sustainability strategy and practices](#).

Protection of Environment

It is the policy of Kimberly-Clark to design, manufacture and deliver its products and to operate its business in a way that protects the biosphere and promotes the sustainable use of natural resources upon which our businesses and

stakeholders depend, including forests, water supplies and energy resources.

Energy Efficiency and Greenhouse Gas Reduction

In furtherance of its sustainability principles and to achieve its greenhouse gas reduction targets, Kimberly-Clark will continuously improve its energy management practices to conserve energy and reduce greenhouse gas emissions while securing competitive, reliable energy supplies to manufacture and distribute our products and conduct our business.

Fiber Procurement

It is the policy of Kimberly-Clark to conduct its businesses with a sincere and proper regard for the need to sustain natural resources used in the manufacture of the Corporation's products. Kimberly-Clark responsibly sources all of the wood fiber used in our products and packaging. It is Kimberly-Clark's intent to only source environmentally responsible fiber which includes recycled fiber, sustainable alternative non-wood fibers (e.g. bamboo, wheat straw) and virgin wood fiber from suppliers that have had their forestry operations or wood fiber procurement activities certified to one of the internationally-recognized forest certification schemes such as the Forest Stewardship Council (FSC).

Human Rights in Employment

It is the policy of Kimberly-Clark to recruit, promote and support the professional development of a diverse global work force. Further, it is the policy of Kimberly-Clark to promote and support human rights, including equal employment opportunities, and to recognize universal human rights on a global basis. We encourage the abolition of discriminatory laws and practices, and prohibit discrimination and/or harassment based on race, ethnicity, color, gender, pregnancy, sexual orientation, gender identity, age, religion, creed, national origin, disability, legally protected leave, veteran status, political opinion, and other categories protected by applicable law.

Waste Minimization and Landfill Elimination

It is the policy of Kimberly-Clark to reduce, reuse and recycle manufacturing waste and to continuously improve its processes to avoid the need for landfill of such wastes and to design its products and packaging in a way that reduces the volume and weight of materials destined for disposal.

Responsible Supply Chain

At Kimberly-Clark, everything we do is motivated by our vision to lead the world in essentials for a better life. This vision inspires our efforts to improve the lives of people through the products we sell, and to care for the communities where we live and work through the programs that we implement.

We have bold ambitions across five priority areas, and our suppliers are critical to helping us deliver them. We also have several programs focused on social and environmental compliance, risk management and supply chain resiliency - all designed to create more social, environmental, and business value.

Sustainability Compliance

At Kimberly-Clark, we focus on working with our plants and suppliers to meet our social compliance promises supporting human rights, labor rights, employee safety, anti-corruption and environmental protection. Our

environmental team members from around the world collaborate to build capabilities, continuously improve our systems and standards, and assess performance gaps in areas including air emissions, chemical management, water and wastewater treatment, and waste management and beyond.

We communicate our expectations for social and environmental compliance to suppliers through our published Supplier Social Compliance Standards and Stewardship of Supplier Standards. Suppliers are asked to sign a Declaration of Compliance.

We invite you to continue to partner with us and share your best thinking and new ways of doing things as we continue to cultivate a responsible and sustainable supply chain.

Fiber Procurement

Policy Statement

It is the policy of Kimberly-Clark to conduct its businesses with a sincere and proper regard for the need to sustain natural resources used in the manufacture of the Corporation's products.

This policy is intended to promote:

- Sustainable forest management practices by the Corporation's wood fiber suppliers that are economically viable, environmentally responsible and socially beneficial by considering supplier performance in the selection process;
- Use by the Corporation of environmentally responsible wood fiber in its products consistent with product performance and competitive market conditions; and
- Availability of information to interested stakeholders concerning implementation of the Corporation's Fiber Procurement Policy.

Kimberly-Clark responsibly sources all of the wood fiber used in our products and packaging. It is Kimberly-Clark's intent to only source environmentally responsible fiber which includes recycled fiber, sustainable alternative non-wood fibers (e.g. bamboo, wheat straw) and virgin wood fiber from suppliers that have had their forestry operations or wood fiber procurement activities certified to one of the internationally-recognized forest certification schemes such as the Forest Stewardship Council (FSC).

Supplier Fiber Certification

In the event that a supplier to Kimberly-Clark does not have certification of its forest lands or wood fiber procurement activities, the supplier will be given reasonable time to achieve certification.

If a supplier is not in compliance with any applicable provisions of this policy, we will take appropriate action to address such non-compliance, which may include (i) an action plan for compliance or (ii) termination or non-renewal of the supply contract. Upon request, supplier must provide data demonstrating compliance.

For more information, please review Kimberly-Clark's [Fiber Procurement Policy](#).

We invite you to read more about Kimberly-Clark's [Forest & Fiber program overview and achievements](#).

5 – Doing Business with Kimberly-Clark

Supplier Collaboration

We believe that long-term strategic supplier relationships are key to driving innovative solutions that meet our consumer and customer needs. Through our Supplier Collaboration Program, we are committed to becoming a 'Customer of Choice' and partnering with key strategic suppliers to:

- improve performance and drive mutual value
- deliver new solutions and innovation
- drive measurable impacts in quality
- unite on social and sustainability standards
- develop risk mitigation plans and proactively manage risk
- adapt to developed, developing and emerging market conditions
- enable business growth

We are proud to partner with strategic suppliers through our Supplier Collaboration Program. By working together, we are accelerating efforts to create value from source to shelf across our supply chain.

Risk Management

At Kimberly-Clark we recognize the importance of having a Risk Management program that systematically and proactively identifies events that have the potential to disrupt our supply chain.

Our Supplier Collaboration portal-based technologies and tools enable the ability to identify, and proactively mitigate or prevent high-risk exposure through automation, integration and collaboration.

Suppliers have an active role in ensuring continuity of supply by working closely with us to identify risks and help develop robust mitigation strategies. Since risks can come in many forms, we also encourage our suppliers to have a risk management program in place at their company and with their suppliers.

Supplier Diversity

At Kimberly-Clark, we recognize our differences make us stronger. Through our diverse network of suppliers, we are cultivating new ideas and experiences, and empowering you to grow your business with us.

We are proud to partner with organizations including the National Minority Supplier Development Council, the Women's Business Enterprise National Council, and the National Gay and Lesbian Chamber of Commerce who help us grow our network of certified diverse suppliers. Included in our program are:

- Certified minority-owned businesses
- Certified woman-owned businesses
- Certified lesbian/gay/bi-sexual or transgendered-owned businesses

- Certified disadvantaged businesses
- Certified HUB Zone businesses
- Veteran-owned and service disabled veteran-owned businesses
- Small businesses

What We Consider When Establishing New Supplier Relationships

Sourcing decisions vary on individual business needs, potential competitive advantages and underlying business risks. Key considerations include a supplier's ability to:

- Be a trusted partner to help us produce quality and value products
- Promote the spirit of Kimberly-Clark's safety culture
- Provide technology that offers unique protective features and can be the basis for product and process innovations
- Offer adequate capacity and flexibility to satisfy the range of our defined needs without interruption or dependency on Kimberly-Clark for long-term contracts or capital commitments
- Deliver the best total value in cost and innovation
- Exercise mature Continuous Improvement program best practices
- Provide diversity to match closely to our consumer base
- Demonstrate a proactive risk management program

Supplier Diversity Profile

To communicate your interest in Kimberly-Clark's Supplier Diversity program and the potential to become a Kimberly-Clark supplier please complete the [Supplier Diversity Profile form](#).

Procure-to-Pay

Kimberly-Clark is committed to providing simple and standardized transactional processes for our suppliers around the world. We value our supplier relationships and strive to be easy to do business with in all facets.

Kimberly-Clark Procurement teams leverage global sourcing and category strategies to drive best-in-class procurement performance and deliver the competitive advantage Kimberly-Clark needs to win in the marketplace.

Our Procure-to-Pay process starts with requisitioners in our plants or offices, and is facilitated by Purchase Orders being approved and delivered to our Suppliers. Once a Purchase Order has been fulfilled, Kimberly-Clark validates receipt and upon receipt of a valid invoice, initiates a timely payment.

Our Procure-to-Pay Process



Purchase Orders

The use of a Purchase Order (PO) is a standard Kimberly-Clark policy and required method of communicating our commitment to purchase materials and services. To help us meet our payment commitments, we provide suppliers with the following PO Requirement guidelines.

Our P2P Supplier Portal enables e-document exchange of POs, Purchase Order Acknowledgement (POA), Advanced Shipping Notices (ASN) and invoices, with 24/7 visibility into your payment status through secure portal-based technology.

Our PO requirements facilitate a streamlined payment process for our suppliers:

- Our suppliers are required to have a Kimberly-Clark Purchase Order (PO) prior to commencement of work or delivery of goods
- If a PO has incorrect or incomplete information, DO NOT fulfill the PO, contact your Procurement Buyer to ensure the PO is correct prior to acknowledging the PO
- Kimberly-Clark must approve any quantity variance from the PO or material substitution prior to shipment of the materials
- POs must be acknowledged prior to invoicing
- Suppliers must acknowledge all POs by submitting a PO Acknowledgment (POA) through the P2P Supplier Portal or system from which the PO was received
- Kimberly-Clark must be informed of any changes to the supplier Tax ID number, banking information, contact person, company address, email address, phone or fax number
- Correspondence regarding a PO received through the P2P Supplier Portal must be submitted via that Portal

Invoicing

To ensure prompt payment processing, suppliers should take care in submitting invoices via the correct method. Electronic invoicing (e-Invoicing) through EDI or the P2P Supplier Portal are the methods of invoice receipt for Kimberly-Clark, unless otherwise dictated by regulatory requirements.

All invoices must include a valid Kimberly-Clark PO number, as failure to include a valid PO number on invoices will delay payment processing. Do not mail, email or fax additional copies of an invoice. Unnecessary invoice copies will delay payment.

Suppliers are required to follow our Invoice Requirements below, as well as any region specific invoice submission requirements.

How to Invoice Us

Suppliers are required to submit all invoices electronically via Electronic Data Interchange (EDI) or our Kimberly-Clark Procure-to-Pay (P2P) Supplier Portal. Invoices must be sent according to the instructions on a Purchase Order.

In few and predetermined cases, invoices may be received via an alternate method. Your Kimberly-Clark Procurement resource can advise you regarding the best delivery method.

Our P2P Supplier Portal enables e-document exchange of PO's, Purchase Order Acknowledgment (POA), Advanced Shipping Notices (ASN) and invoices, with 24/7 visibility into payment status through the secure portal based technology.

Invoicing specifications for EDI follow standard formats, including EDI 810, XML and CSV.

Invoice Requirements

Suppliers are required to submit all invoices electronically via Electronic Data Interchange (EDI) or our Kimberly-Clark Procure-to-Pay (P2P) Supplier Portal. Invoices must be sent according to the instructions on a Purchase Order.

All invoices must include:

- A valid Kimberly-Clark PO number
- Invoice date - do not invoice prior to goods being shipped or services performed
- Quantity, currency, price per unit, and Unit of Measure (UOM) – matching the PO
- Supplier's company name and remit-to address - matching the PO
- Material or Service description
- Kimberly-Clark material number as shown on the PO - should also be shown on the packing list and Bills of Lading, along with a description of the product
- If applicable, service or shipping date and Bill of Lading number

Other requirements:

- One PO allowed per invoice – invoices with more than one PO referenced will be rejected
- PO line number on the invoice must match the line number on the PO
- All invoices must be billed to the Kimberly-Clark entity as specifically stated on the PO
- Invoice numbers must be unique and no more than 16 characters long

- All Services invoices are required to include supporting details and documentation relating to the services performed

Freight requirements:

- If prepaid and billed back to Kimberly-Clark, backup documentation must accompany the invoice
- Freight charges must be billed on a separate line

Unique Region-specific Invoice Submissions Requirements:

- [North America](#)
- [Asia-Pacific](#)
- [Europe, Middle East and Africa](#)
- [Latin America](#)

Receiving Payment

Kimberly-Clark is focused on safe and secure automated payment methods. Through the Procure-to-Pay Supplier Portal, enrolled suppliers have real-time visibility to the status of their payments. Our globally approved payment options include electronic payments or card payments.

EFT Payments

Receiving payments via Electronic Funds Transfer (EFT) Payments provides secure and timely payment receipt and an automated payment application process. More information is available for this payment method in [North America](#).

Card Payments

In North America, suppliers may have an option to receive payment via a secure credit card. While card payments may come with a fee, these fees can be offset by other benefits.

- Purchasing-Card – Suppliers receive immediate payment upon order placement.
- Single Use Account (SUA) Credit Card Payment – Kimberly-Clark delivers the supplier a secure one-time use credit card number that in turn is charged against. Suppliers enjoy this payment option due to the ease of use with fewer transaction activities and faster payment received from a virtual card authorization payment.

To determine if you are eligible for either card option, ask your Kimberly-Clark contact to confirm with Procurement.

Procure-to-Pay Portal

Striving to continuously seek solutions that provide better ways to work with our valued suppliers, we now do business together through the Kimberly-Clark Procure-to-Pay (P2P) Supplier Portal.

Simplifying Your P2P Experience. Everything You Need. All in One Place.

The P2P Supplier Portal is an easy-to-use solution offering intuitive features that improve the day-to-day communications and transactional operations.

Suppliers enjoy free of charge:

- Self-service and 24/7 visibility into transactions like purchase orders, electronic invoices and payment details
- Integrated messaging features to correspond with us on questions regarding these P2P processes
- A simplified way to make updates to payment and remittance information

See the Kimberly-Clark [P2P Supplier Portal Procurement Policy](#) for more information regarding expectations of using the portal.

Access the [Procure-to-Pay Supplier Portal](#)

Take a tour and learn more about the [Procure-to-Pay Supplier Portal](#)

Supplier Portals

We are committed to leveraging smart business practices and technologies that make it easier to do business with us. The ultimate benefit is realized when we mutually thrive through collaborative best practices and innovative solutions, such as web-based applications and tools.

Suppliers activated in one of our online portals may use the quick links here. For our suppliers not currently enrolled, consult your Kimberly-Clark resource for more information on access.

Procure-to-Pay Supplier Portal

Online 24/7 end-to-end payment process capabilities, including access to your purchase order details, electronic invoicing and payment status visibility on the Taulia platform.



Supplier Collaboration Portals

Access records, documents and contracts through a cloud environment to help complete assignments for scorecards, material/product management and Supplier Corrective Action Requests or initiate a change request.

