

**COMPLAINT PROCEDURES FOR**  
**ACCOUNTING AND AUDITING MATTERS**

**Adopted by the Board of Directors**  
**on March 16, 2021**

UFP Technologies, Inc. (“UFP”) is committed to continuing compliance with all applicable securities laws and regulations, accounting standards, accounting controls and audit practices. In furtherance of this commitment, UFP wishes to assure you that you may submit a good faith complaint regarding accounting or auditing matters to management without fear of harassment, discrimination, dismissal or retaliation of any kind.

To facilitate reporting of complaints, UFP's Audit Committee has established these procedures for (1) the receipt, retention and treatment of complaints regarding accounting, internal accounting controls, or auditing matters (referred to in this document as "Accounting Matters") and (2) the confidential, anonymous submission by employees of concerns regarding questionable Accounting Matters.

**Scope of Matters Covered by These Procedures**

These procedures relate to complaints relating to any questionable Accounting Matters, including, without limitation, the following:

- fraud or deliberate error in the preparation, evaluation, review or audit of any financial statement of UFP;
- fraud or deliberate error in the recording and maintaining of financial records of UFP;
- deficiencies in or noncompliance with UFP's internal accounting controls;
- misrepresentation or false statement to or by a senior officer or accountant regarding a matter contained in the financial records, financial reports or audit reports of UFP;
- deviation from full and fair reporting of UFP's financial condition; or
- violations of the Company's Code of Ethics for the Chief Executive Officer and Senior Financial Officers.

**Receipt of Complaints**

- Concerns regarding Accounting Matters may be reported as follows:
  - by making an anonymous and confidential incident report via our third-party provider, MySafeWorkplace. This anonymous and confidential incident reporting system is not affiliated with UFP Technologies. This system is accessible 24/7 through the Internet ([www.MySafeWorkplace.com](http://www.MySafeWorkplace.com)) or by calling the toll free number (800-461-9330).
  - UFP Technologies is using this system to allow employees to submit complaints regarding workplace financial concerns such as those noted in the section, “Scope of Matters Covered by These Procedures” on a confidential or anonymous basis without fear of reprisal. We encourage the submitter to provide enough specific information and facts to allow UFP to fully review the complaint and make a thorough investigation. We also encourage the submitter to provide a way for us to follow up if more information is needed. We emphasize this is *not* required to submit a complaint.

#### Treatment of Complaints

- Your confidential report of complaint will instantly be forwarded to the individuals our organization has deemed appropriate to review and respond to your concerns. Upon submission, you will be provided a confidential access number as well as asked to generate a personal password, that enables you to anonymously re-enter the site at any time. You will then be able to anonymously send and receive messages pertaining to your report and if desired participate in any follow-up.
- Prompt and appropriate corrective action will be taken when and as warranted in the judgment of the Audit Committee.
- UFP will not discharge, demote, suspend, threaten, harass or in any manner discriminate against any employee in the terms and conditions of employment based upon any lawful actions of such employee with respect to good faith reporting of complaints regarding Accounting Matters or otherwise as specified in Section 806 of the Sarbanes-Oxley Act of 2002.

#### Reporting and Retention of Complaints and Investigations

- Incident reports are automatically logged, tracked and maintained in the MySafeWorkplace system. The Audit Committee of UFP Technologies has access to review all complaints and will periodically be provided a summary of complaints logged.