

# Supplier & Distributor Code of Conduct

## Introduction

The ADDAPT 'Code of Conduct' sets minimum requirements and expectations with respect to the ethical conduct of suppliers and distributors of ADDAPT Chemicals BV (hereafter referred to as 'ADDAPT'). These standards apply to all suppliers and distributors of goods and services to and from ADDAPT, irrespective of where the company is based. ADDAPT reserves the right to terminate business relationships with suppliers and distributors who fail to comply with these guidelines and standards.

## Ethical conduct

All suppliers and distributors are expected to operate in full compliance with all applicable national, government and/or local laws, guidelines and regulations of the countries in which they operate. This 'Code of Conduct' goes further; it draws upon internationally recognized standards, in order to advance social and environmental responsibility.

## The human dimension

- **Human rights** - Suppliers and distributors must uphold the human rights of workers and treat them with dignity and respect as understood by the international community. ADDAPT will not tolerate the use of child or forced labour, nor any conduct that fails to uphold human dignity and respect for individuals.
- **Equal opportunities** - We expect our suppliers and distributors to implement appointment procedures that prevent discrimination on the grounds of age,

culture and language, disability, ethnicity, sexual identity, marital or family status, country of birth, race or skin colour, creed, gender, sexual orientation and other characteristics protected by law. These principles extend to all recruitment and employment practices such as applications for employment, promotion, access to training, job assignments, wages, benefits, rewards, transfer and redundancies.

- **Health and safety** - Suppliers and distributors must provide safe working conditions and a healthy work environment for all their workers. In all cases, suppliers and distributors shall provide workers with appropriate personal protective equipment. Workers have the right to refuse unsafe working conditions without fear of being disciplined.

In order to foster a safe work environment, suppliers and distributors shall provide workers with appropriate workplace health and safety information and training, including written health and safety information and warnings. Suppliers and distributors shall provide Material Safety Data Sheets for any hazardous or toxic substances used in the workplace, and properly train workers who will come into contact with such substances in the workplace.

Suppliers and distributors must implement guidelines to prohibit the use of illegal weapons, harassment in the workplace and the illegal use or possession of alcohol, drugs and other controlled substances (all substances that fall under the Dangerous Drugs Act).

- **Freedom of association** - Suppliers and distributors must respect the rights of their employees and trade unions to hold ballots or to enter into negotiation on the basis of collective bargaining.

## The Economic dimension

- **Laws and regulations** - All suppliers must comply in full with all applicable national, government and/or local laws, guidelines and regulations that are applicable to their business operations. In addition, suppliers and distributors must fulfil all their obligations under public law with respect to applicable agreements, understandings or any other binding obligation.
- **Embargoes and trade law** - Suppliers and distributors respect the applicable trade laws and restrictions as imposed by the United Nations or other national bodies or governments.
- **Conflicts of interest** - Suppliers and distributors must avoid all transactions or business relationships that constitute a conflict of interest or where there is the potential for the semblance of a conflict of interest.
- **Gifts** - Accepting gifts may lead to conflicts of interest and/or raise doubts about the neutrality of the decisions made by ADDAPT. This eventually may endanger the reputation of our company. We permit the acceptance of courtesy gifts of low value, but the acceptance of any other gifts and other benefits (particularly cash), which are offered to employees or close relatives, is expressly prohibited.
- **Bribery** - Suppliers and distributors refrain from any form of corruption including extortion and active or passive bribery. Bribes include cash or undeclared discounts, payments for advertising or other concealed price reductions or expenses.
- **Publicity** - ADDAPT prohibits the use or publication of its name, logos, images, supplier relationships, products, parts, designs and all other non-public

information in press releases, advertising material, tender offers, customer lists, websites, incl. product displays at trade fairs or suppliers' premises, etc., without the prior consent in writing.

- **Confidentiality** - All suppliers and distributors are expected to protect all confidential information provided by ADDAPT and its respective business partners, even if a separate confidentiality agreement has not been signed on a case-by-case basis.

## The Environmental dimension

- **Environmental and social responsibility** - ADDAPT expects its suppliers and distributors to uphold business practices that conserve and protect the environment, contribute to the welfare of the local community in which the company operates and does business, and demonstrate accountability and transparency in relation to their environmental credentials.
- **Continuous improvement** - Suppliers and distributors continually evaluate and improve their products, working methods, production processes and services. Suppliers and distributors ensure that these changes are executed in a controlled way and are acceptable with the applicable legislation.
- **Waste** - Suppliers and distributors have in place or shall establish a procedure for the safe handling, storage, transportation, utilization and disposal of waste in accordance with the applicable legislation.