

## SUPPLIER CODE OF CONDUCT

At Bercen, we conscientiously integrate the standards and commitments set forth in our Supplier Code of Conduct into the way we run our businesses. We expect that our suppliers will adhere to this Code throughout its own business:

### **Compliance with the Law**

- The Supplier will abide by all applicable laws and regulations.

### **Employment Is Freely Chosen**

- There is no forced, bonded or involuntary prison labor.
- Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

### **Freedom of Association and the Right to Collective Bargaining Are Respected**

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- The employer adopts an open attitude towards the activities of trade unions and their organizational activities.
- Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

### **Working Conditions Are Safe and Hygienic**

- A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- The employer shall assign responsibility for health and safety to a senior management representative.

### **Child Labor**

- There shall be no new recruitment of child labor.
- The minimum age of workers should be consistent with national laws and regulations for the type of labor and working conditions in the supplier's facilities.
- Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- Companies shall develop or participate in and contribute to policies and programs which provide for the transition of any child found to be performing child labor to enable her or him to attend and remain in quality education until the age of 18.

### **Legal Wages Are Paid**

- Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards.
- All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

### **Working Hours Are Not Excessive**

- Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- Unless consistent with national law or benchmark industry standards, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average and overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

### **No Discrimination Is Practiced**

- There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, union membership, veteran status, or political affiliation.

### **Regular Employment Is Provided**

- To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.
- Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labor only contracting, subcontracting, or homeworking arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed term contracts of employment.

### **No Harassment, Harsh or Inhumane Treatment Is Allowed**

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

### **Accurate Books and Records**

- Supplier will maintain accurate books and records

### **Anti-Corruption and Anti-Bribery**

- Supplier will not provide anything of value to a governmental official or employee of Bercen to influence an act or a decision on behalf of Supplier or Bercen.

These do not constitute maximum standards, and should not be used to prevent companies from exceeding these standards and are not intended to replace or modify more specific obligations placed on the Supplier in any contract or purchase order. In all cases, you are expected to comply with national and other applicable law and, where the provisions of law and this code address the same subject, to apply that provision which affords the greater protection.