

# Sustainable Supplier Code of Conduct

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# Sustainable Supplier Code of Conduct

The Supplier Code of Conduct is the foundation of our relationship with our suppliers – creating a mutual understanding of our company’s core values and beliefs in respect of human rights, labour, environmental and anti-corruption practices.

The purpose of the Sustainable Supplier Code of Conduct is to outline our expectations according to the law and our beliefs – ensuring consistent compliance from all of our suppliers, including their employees, consultants, suppliers and representatives.

Q8 supports the 10 principles of the United Nations Global Compact (UNGC) on Human Rights, Labour, Environment and Anti-Corruption as well as the UN Guiding Principles on Business and Human Rights (UNGPs) and the OECD Guidelines for Multinational Enterprises.



## Q8 is committed to demonstrating:

- a standard of good business conduct in every aspect of its business and in every corner of the world
- legal, ethical and responsible conduct in all of its operations
- respect for the rights of all individuals, including
  - protection of human rights
  - fair and non-discriminatory labour practices
- respect and care for the environment



## Q8 expects its suppliers to:

- comply with the principles and requirements set forth in the code of conduct across all aspects of operations
- provide regular reports on compliance with the code’s provisions and maintain accurate documentation as requested
- address any non-compliance issues promptly and work collaboratively with the company to rectify shortcomings

### Commitment to Ethical Standards

We expect the highest standards of ethics, integrity and responsibility in all our operations and endeavours.

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### Commitment to Human Rights

We expect all suppliers to commit to human rights and to respect/follow the highest standard when applicable laws and regulations differ.

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### Commitment to the Environment

Suppliers are expected to apply a continuous improvement approach to enhance their environmental performance and reduce their environmental footprint. Suppliers must follow all applicable laws and regulations regarding environmental practices.

3

### Commitment to Legal & Regulatory Compliance

We require our suppliers to fully comply with all laws, rules and regulations applicable to their country of operation and supplier’s location.

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### Commitment to Health & Safety

We expect all suppliers to provide their employees with a safe, clean and healthy work environment and to comply with all relevant national laws for health & safety at work.

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# Commitment to Ethical Standards



Q8 promotes integrity and the highest ethical standards in all aspects of its business. Q8 wants to work with suppliers and third parties who share our values and culture of integrity.

This means that all suppliers must enforce obligations as strict as those set out in this Sustainable Supplier Code of Conduct upon their own suppliers whenever they work with Q8.

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It also means that all suppliers must provide their employees with enough information and training to make sure that they understand and comply with the obligations set out in this Sustainable Supplier Code of Conduct. In other words, suppliers must confirm in writing that they will subscribe to the principles set out in this Sustainable Supplier Code of Conduct.

We can all contribute to maintaining our high ethical standards by speaking up whenever we encounter a situation that might raise questions about integrity or misconduct. We ask that our suppliers do the same.

# Commitment to Human Rights & Mutual Respect



Q8 believes that everyone should be treated with dignity, fairness and respect. We undertake to support the protection and preservation of human rights throughout our operations. Therefore, suppliers must always maintain a work environment free of discrimination, harassment or violence. This means that suppliers must always:

- avoid engaging in activities that encourage human rights abuses, modern slavery, human trafficking, child labour, bonded labour or forced labour, regardless of local legislation and customs allow their employees the choice to leave their employment freely upon reasonable notice
- provide their employees with training to help them recognize situations where a risk of modern slavery exists ensure that their supply chain is free from any form of modern slavery by requiring that their own suppliers do the same

Q8 has a wealth of employees from various experiences, nationalities, and age groups. Hence, we expect our suppliers to be compliant with local legislation and internationally proclaimed principles and conventions of the United Nations in the area of Human Rights and Decent Work. All suppliers have to ensure that they are not involved in any human rights abuses. This means that we require our suppliers to observe and in turn apply these principles in their own supply chain, as follow:

## Prohibition of child labour and forced labour

All forms of child labour and forced labour are to be abolished. Local legislation is the main reference point regarding minimum working age. If no legislation exists, the applicable ILO Convention has to be followed.

## No inhumane treatment

Suppliers are expected to ensure that their employees are not subject to any situation of inhumane treatment or threat, including harassment or sexual abuse, physical punishment, physical or moral coercion or verbal abuse.

## No discrimination

We believe that diversity makes our teams richer. In that spirit, our suppliers have to ensure that no discrimination exists on the grounds of race, colour, gender, language, religion, political opinions, nationality, social background and status, union membership, age, health status or disability.

## Appropriate wage and working hours

Suppliers are expected to observe rules on minimum wages and their employees receive salaries, allowances and other benefits, as defined in national legislation and in International Conventions.

## Freedom of association and right to collective bargaining

Suppliers have to guarantee the rights of their own employees to freely uphold trade union associations and engage in formal collective bargaining.

## No illegal employment

Suppliers must ensure that employees are employed or hired according to local legislation.

## Compensation and working hours

We expect all our suppliers to pay employees at least the national minimum wage in line with local/national laws. In any event, employees should not be asked to work excessive hours.



# Commitment to the Environment



We require our suppliers to support sustainability initiatives in their daily operations. Suppliers must comply with all national environmental laws which apply to the products produced and how they are manufactured and disposed of. Q8 will engage with key suppliers to identify opportunities for improving the environmental sustainability within the supply chain and expects suppliers to respond accordingly. We expect our suppliers to have their own sustainable procurement policy in place for their own suppliers.

## Carbon Footprint & Energy Use

Suppliers are expected to actively contribute to the reduction of carbon dioxide and other greenhouse gas emissions from their activities in order to combat climate change and the adverse effects on our environment. This means that suppliers will apply various strategies, such as transitioning to renewable energy sources, enhancing energy efficiency in production processes, promoting sustainable transport, and implementing innovative technologies that limit emissions.

## Use of Water & Natural Resources

Suppliers are expected to use natural resources and water in a responsible way in their operations. This means that suppliers will implement strategies to save raw materials and to reduce water consumption across their operations.

## Waste Reduction, Reuse and Recycling

Suppliers are expected to reduce waste, reuse and recycle materials in their commitment to sustainability and

responsible resource management. This means that suppliers will focus on maximising the reuse of materials, minimising waste generation, ways to repurpose materials, increasing recycling rates, and promoting a circular economy within their operations.

## Environment

Suppliers are expected to prevent, manage and limit other environmental impacts from their activities. This means that suppliers, amongst other things, implement measures to eliminate or reduce impacts such as noise nuisance, air emissions, pollution from soil and water, and the handling of hazardous substances

## Compliance & Reporting

Suppliers must obtain and maintain compliance with all applicable environmental requirements. This means that suppliers will have all necessary environmental permits for their activities and will comply with the reporting requirements from applicable permits and regulations.

In addition, we expect our suppliers to actively work towards reducing their environmental footprint and promoting sustainability. Regular reporting and progress tracking against certain metrics are essential and will be executed by Q8 to ensure accountability and drive continuous improvement.

Q8 will regularly execute an assessment or audit together with its suppliers, where applicable for the supplier's industry and location, in a number of environmental areas, e.g. carbon emissions reduction, energy efficiency improvement, water conservation targets, waste reduction and recycling, biodiversity preservation, emission control, renewable energy integration.

## Commitment to Legal & Regulatory Compliance



We require our suppliers to fully comply with all laws and regulations in their country of operation and the country in which the Q8 operation/affiliate being supplied is located. Applicable Laws and Regulations are all local, state, federal, and international laws and regulations, including but not limited to the labour and employment, health and safety, and environmental laws and regulations of the supplier location.

## Anti-Bribery/Anti-corruption

We expect suppliers to be in full compliance with all applicable foreign and domestic anti-corruption laws.

*This means that suppliers may not engage in any kind of bribery or kickbacks, including promising, offering, providing, or authorising anything of value to a government official or political entity to gain an unfair business advantage. Suppliers may not engage in bribery, embezzlement, extortion or other corrupt practices.*

### Conflicts of Interest

Suppliers should avoid even the appearance of conflicts of interest in their cooperation with Q8.

*This means that suppliers are required to disclose any conflict of interest to Q8 as well as known family or other close personal relationships with our employees who may influence their cooperation with Q8.*

## Gifts and Entertainment

Suppliers may not offer or accept anything of value from business partners to obtain unfair business advantages.

*This means that any gifts or entertainment must comply with applicable laws and regulations and may not violate Q8's policies on the matter. "Gifts and entertainment" includes anything of value, such as loans, prizes, meals, tickets, or gift certificates.*

## Security and Personal Data

Suppliers must ensure that they safeguard the security of their systems with data storage and ensure they comply

with the highest industry standards.

*This means that suppliers shall protect personal and private information in accordance with applicable data protection and privacy laws.*

## Fair Competition and Antitrust

We require our suppliers to conduct their business in full compliance with all applicable fair competition and anti-trust laws and regulations in the jurisdictions in which they operate.

*This means that suppliers must not engage in any activities that could be construed as anticompetitive or monopolistic, such as price fixing, market allocation, bid rigging, or abuse of market power. They should also avoid any actions that could unfairly disadvantage other businesses or distort the marketplace.*

## Trade Sanctions

We require our suppliers to comply with international trade sanction programmes and regulations.

*Careful due diligence must therefore be conducted before selecting a business partner.*

## Money Laundering

All suppliers are expected to comply with applicable laws and regulations aiming to prevent unlawful or illicit financial transactions.

Careful due diligence must therefore be conducted before selecting a business partner and have necessary policies in place to combat money laundering.



We expect suppliers to accurately record and disclose information regarding their business activities, without falsification or misrepresentation, to all appropriate parties and as required by law.

## Confidentiality/Privacy

This means that, in order to conduct day-to-day business with Q8, suppliers may need access to confidential/private records. Suppliers must ensure that this information is protected, remains confidential, and complies with all applicable data privacy laws and regulations

Q8 engages with government officials and public representatives in an honest, transparent, and accountable manner. We are committed to building and maintaining constructive, positive relationships with the industry.

## Intellectual Property

*This means that suppliers are required to take all reasonable efforts and necessary precautions to safeguard Q8's knowledge and protect Q8's intellectual property rights. Accuracy of Business Records We are committed to the integrity of our*

We are committed to the integrity of our business records and ensuring that our books, records, and financial reporting are accurate and complete.

Suppliers must commit to establish and ensure a safe working environment for all employees.

## Accounting, Documentation and Reporting

Our suppliers shall comply with accepted accounting rules, controls, and disclosures at all times and ensure that the audits are provided with accurate information.

*This means that our suppliers must honestly and accurately record and report all business information and comply with all applicable laws regarding completion, accuracy, retention, and disposal. Our suppliers shall make available to Q8 all information necessary to demonstrate compliance with all obligations under applicable laws. Our suppliers shall promptly and adequately deal with enquiries from Q8.*

# Commitment to Health & Safety



Q8 prioritises the health and safety of workers, communities, and stakeholders; we also expect our suppliers to implement robust safety measures, provide proper training, and ensure compliance with industry, health and safety standards.

This means that all our suppliers understand the different health and safety risks and put in place the necessary preventative measures. More information about our Health & Safety requirements for Suppliers can be found on our corporate website [here](#).

## Safety laws

Suppliers must comply with all applicable safety and health laws and regulations in the countries in which they and Q8 operate.

*This means that suppliers are expected to provide employees with a healthy and safe workplace, including access to clean, safe and reasonable working conditions.*

## Occupational Safety

Suppliers must protect workers from exposure to chemical, biological, and physical hazards, in addition to on-site accidents.

*This means that suppliers are expected to identify, evaluate, and manage these occupational health and safety hazards and take necessary security measures to prevent these incidents and accidents from happening.*

## Emergency Prevention

Suppliers must identify and assess potential emergency situations in the workplace.

*This means that suppliers must develop and implement emergency plans and response procedures, including but not limited to fire alarms, fire drills, emergency exits, fire detection and suppression equipment, and recovery plans to minimise harm to life and property. Suppliers must regularly test emergency preventative methods, such as fire alarms, to ensure that they are in working order.*

## Incident Management

Suppliers must create and maintain procedures to prevent, manage, track, and report employee safety incidents.

*This means that suppliers are expected to implement corrective action plans to mitigate risks, provide necessary medical treatment, and facilitate employees' return to work.*