

## SUPPLIER CODE OF CONDUCT

### Introduction

Contemi is committed to the values of continuous improvement, tirelessly work towards the highest standards of excellence in our industry. We continuously improve all we do, including our responsible business practices. This supplier code of conduct (the "Code") sets out Contemi's expectations for our suppliers in relation to privacy, bribery and anti-corruption, labour standards, environmental standards, business ethics, intellectual property and health and safety.

### Privacy

If a supplier has access to Personal Information, the supplier will comply with applicable laws, regulations and guidance concerning Personal Information. "Personal Information" includes, collectively, Personally Identifiable Information," "Non-public Personal Information," "Personal Data," and any other similar terms defined by applicable data protection or privacy laws.

Contemi expects its suppliers to:

- Collect and use personal information only for legitimate purposes.
- Keep personal information secure and confidential.
- Not disclose personal information to third parties without authorization.

### Bribery and Anti-corruption

Contemi does not tolerate bribery or corruption in any form. Suppliers and those acting on their behalf may not offer, promise, authorize, recommend, give or receive, directly or indirectly, anything of value to any person or entity if it is intended, or could reasonably appear as intended, to influence improper action, obtain or retain business, or secure an improper advantage for Contemi.

### Gifts, Hospitality and Expenses

Suppliers shall not offer, directly or indirectly give to Contemi employees or its representatives or anyone closely related to them any gifts or gratuitous favour except for promotional items of minimal value normally bearing a company logo. Hospitality such as social events, meals or entertainment may be offered if there is a clear business reason, but the cost must be kept within reasonable limits. Travel, accommodation and other expenses for the individual representing Contemi will always be paid by Contemi. Hospitality, expenses, gifts or other favours shall not be offered or received in situations of contract bidding, evaluation or award.

## **Legal Compliance**

Suppliers will comply with all applicable laws and regulations applicable to them, including laws on environmental protection, health and safety.

## **Conflict of Interest**

A conflict of interest occurs whenever the prospect of direct or indirect personal gain may influence or appear to influence suppliers' judgment or actions while conducting business with Contemi. Supplier and its employees, agents or representatives will not take part in or seek to influence any decision under any circumstances that can give rise to an actual or perceived conflict of interest. Such circumstances may be a business interest or a personal interest in the subject matter – economically or otherwise – directly or through someone closely related or associated in any manner. If Supplier becomes aware of a potential conflict of interest Supplier will, without delay, promptly notify Contemi.

## **Accuracy of Business Dealings**

Suppliers to Contemi shall make sure all records of their business dealings are totally accurate at all times. This means suppliers must keep accurate records of their business dealings so they can always trace why and how they make or receive payments and for what reason.

## **Labor Standards**

Contemi expects its suppliers to comply with all applicable laws and regulations on labour, including those related to child labour, forced labour, discrimination, freedom of association, and wages and benefits. Specifically, Contemi expects its suppliers to comply with the minimum legal age for employment in the country where the work is performed and not employ children under the minimum legal age or require them to work in hazardous or unhealthy conditions. Suppliers will not use forced or compulsory labour, including debt bondage and prison labour. Suppliers will not discriminate against employees in any way, including on the basis of race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, or age. Suppliers will pay employees a fair wage and provide them with safe and healthy working conditions.

## **Intellectual Property**

Contemi expects its suppliers to protect the intellectual property of Contemi and its suppliers. Specifically, Contemi expects its suppliers to not use or disclose confidential information without authorization and to protect Contemi's trademarks, copyrights, and other intellectual property rights.

## **Enforcement**

Contemi will monitor its suppliers' compliance with this Code. If Contemi finds that a supplier has violated the Code, it may take appropriate action, up to and including termination of the relationship with the supplier.

## **Standards towards own Suppliers**

Suppliers will promote the implementation of the principles set forth in this Code towards own suppliers.