

## **Supplier Code of Conduct Requirements Creation Technologies**

This Code of Conduct defines and creates the expectations for the supplier concerning responsibilities towards employees, stakeholders and the environment. Creation Technologies reserves the right to reasonably change the requirements of this Code of Conduct documents. Creation Technologies views all of our supply chain partners as extensions of our company, and as an essential part of our extended value chain and commitment to quality. We expect our supply chain partners to comply with the sound business practices we embrace, follow applicable law, and conduct activities in a manner that respects human rights and dignity.

### **Respect for human rights**

- to promote opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age.
- to respect the personal dignity, privacy and rights of each individual while removing bias
- to refuse to employ or make anyone work against their will
- to prohibit behavior that is coercive, threatening, abusive or exploitative
- to comply with working hours and working conditions laid down in the applicable laws
- to refuse to tolerate any unacceptable treatment of employees, including harassment, discrimination and /or cruelty

### **Safety and health of employees**

- to take responsibility for the health and safety of employees in the workplace
- to control hazards and take precautionary measures against accidents and occupational diseases
- to provide training and ensure that employees are educated in health and safety issues

### **Sourcing and supply chain**

- to promote among suppliers' compliance with this Code of Conduct
- to comply with the principles of non-discrimination with regard to supplier selection and treatment
- to protect intellectual property rights
- To have a policy that assures responsible sourcing of materials, including the sourcing of Conflict Minerals, and we expect that our suppliers committed to responsible sourcing.
- To conduct due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon customer request

### **Global environmental protection**

- to act in accordance with the applicable standards regarding environmental protection on a global basis
- to minimize environmental pollution and impact while making continuous improvements in environmental protection





### **Underage labor prohibition**

- employ no workers under the age of 15 or, in those countries subject to the developing country exception of the International Labour Organization Convention 138, to employ no workers under the age of 14

### **Prohibition of corrupt practices**

- Not to engage in any form of corruption or bribery, including payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law. This includes the mandates for individuals outlined in the Foreign Corrupt Practices Act.
- Never offer or accept bribes, kickbacks, in appropriate gifts or hospitality, or other improper incentives in connection with our business

### **Protection of Assets**

- Protect all Creation Technologies assets they have access to including confidential business information, financial information, and intellectual property
- Not make unauthorized disclosures of information or assets, and protect such information or assets when dealing with third parties, and sub-suppliers

### **Legal compliance**

- to comply with the laws of the applicable and local legal system(s)



By engaging with Creation Technologies and its subsidiary or affiliated companies, supply chain partners agree to comply with these Expectations and Code of Conduct. Supply chain partners are also expected to cooperate with our reasonable requests for information, certification, or audit access regarding production and supply of goods or services for us.





**APPROVALS**

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Vice President Legal  
I approved this document  
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**HISTORY OF CHANGES**

Revision	Authored/ Revised by	Section number changed and summary of the changes	Effective Date (YYYY-MM-DD)
0	John Gaspari	Initial Release.	2020-10-19

