



**Creation Technologies**

One Beacon Street

23<sup>rd</sup> Floor

Boston, MA

USA 02108

Tel: 877.734.7456

## 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.

### **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
- 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 work place
- 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 ILO 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.

**Legal compliance** to comply with the laws of the applicable legal system(s)

**APPROVAL / SIGNATURE**

**Supplier acknowledges receipt and understanding of this document.**

To be signed by the Operations Management Representative or a senior leader of the organization.

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date (YYYY-MM-DD)</b>