

# Supplier Code of Conduct

Slovalco's **Supplier Code of Conduct** is based upon internationally accepted and advocated principles for ethical and legally compliant business practices. Slovalco has a systematic approach to the application of its **Supplier Code of Conduct** in respect of its supply chain business partners, including suppliers, contractors, consultants and agents ('Business Partners'). In doing so, Slovalco's goal is to ensure that its business relationships are based upon a foundation of integrity and sustainability, and reflect the values and principles that Slovalco promotes internally and externally.

Slovalco expects that its Business Partners will comply with the principles set out in this **Supplier Code of Conduct** and will actively promote such principles with their own supply chain business partners.

## **1. BUSINESS PRACTICES**

### **Compliance with laws**

Business Partners will comply with all applicable laws and regulations.

### **Corruption, bribery and improper business conduct**

Business Partners will not engage or be complicit in, or encourage any activity, practice or conduct that would be an offence under, or breach of, any applicable laws relating to corruption and bribery.

Business Partners will not, in order to obtain or retain business or other advantage in the conduct of business, offer, promise or give anything of value or an undue advantage to a public official or to any third party to influence such person to act or refrain from acting in relation to the performance of her/his duties.

Business Partners will not request, accept or receive anything of value or an undue advantage that may influence their decisions, nor take part in or seek to influence any decision where there are related circumstances, factors or relationships (business, personal, economic or otherwise) that could give rise to an actual or perceived conflict of interest.

Business Partners will not offer, promise, give, request or accept gifts, favors or hospitality which are more than modest, both with respect to value and frequency, or are inappropriate with respect to time and place. Business Partners will not offer, give, request or accept any gifts, favors or hospitality whatsoever in connection with tender or contract negotiation/award processes.

Business Partners will not enter into, seek to enter into or otherwise engage in any form of agreement,

arrangement or activity that would be a breach of applicable competition laws and regulations.

### **Information protection and confidentiality**

Business partners must keep non-public information, including business secret, confidential and may disclose such confidential information only if legally required to do so and only to the extent required by mandatory provisions of applicable law.

Business partners, as well as Slovalco, may disclose non-public information to the extent to which such disclosure is necessary for the performance of the contracted work, and on the condition that the recipient of such information accepts and is bound by confidentiality undertaking.

### **General Data Protection Regulation (GDPR)**

Business partners will uphold the personal information protection standards set by the GDPR.

Business partners must ensure the protection of personal information and may only process such information in accordance with the purpose of its collection. Any requests for deletion must be processed in a timely manner and in accordance with GDPR.

## **2. WORKING CONDITIONS AND HUMAN RIGHTS**

### **Working Hours**

Business Partners will comply with all applicable laws, regulations and agreements regarding working hours.

### **Child and forced labor**

Business Partners will not employ children below the age of 15 or any higher minimum age for employment according to applicable laws. Exceptions can only be made if their employment is in accordance with ILO's

convention on child labor (No. 138).

Business Partners will not employ persons below the age of 18, or any other minimum age according to applicable law, for any form of hazardous work.

Business Partners will not employ people against their will or require employees to lodge identity papers or deposits (financial or otherwise) as a condition of their employment.

#### **Freedom of association**

Business Partners will, subject to applicable laws, respect that their employees are entitled to be, or refrain from being, union members, to be represented in collective bargaining agreements and otherwise, to have the opportunity to affect their working conditions.

#### **Wages and employment conditions**

Business Partners will ensure that their employees are treated fairly and equally and are paid in a reasonable and timely manner.

Business Partners will provide a healthy, safe and secure working environment for their employees according to applicable laws and regulations.

#### **Non-discrimination rights and minority rights**

Business partners will ensure that their employees have equal employment opportunity and are not discriminated against or harassed on the grounds of race, gender, religion or belief, marital status, pregnancy, union membership, national origin, sexual orientation, age or any disability.

Business Partners will respect local religious and cultural customs and the rights and integrity of local communities and indigenous people.

### **3. ENVIRONMENT**

#### **Environmental protection and sustainability**

Business Partners will conduct their business in a way that protects and sustains the environment and seek to develop and implement environmentally friendly technologies and processes in their activities.

#### **Pollution and emissions**

Business Partners will seek to avoid pollution and to minimize emissions and waste production.