

## **Supplier Code of Conduct**

*CGX-SCM-F-008*

*Revision 1.1*

### **INTENT**

Convergix is aware of how our business impacts society and the environment. We are proud of being a company that does business responsibly and ethically. We believe that the decisions we make today define our customers' lives tomorrow, we therefore have policies, processes and controls which form our Code of Conduct and reflect our commitment to:

- Protecting the environment
- Protecting the employee
- A safe and healthy workplace
- Equality, Diversity, and Inclusion
- Ethics

### **SCOPE**

Our Code of Conduct extends to how we do business with our suppliers, and we commit to:

- Always Treating suppliers fairly and objectively.
- Paying suppliers in accordance with the agreed terms and dealing with any exceptions in a timely manner.
- Selecting suppliers without prejudice.
- Working with our suppliers to support improvements in their social and ethical practices.
- Continuously improving our knowledge of socially and environmentally responsible supply chain management practices.
- Maintaining a supply chain that reflects and aligns to our own standards of conduct for how we do business.

We strive to work with like-minded businesses; we therefore require suppliers to always comply with our Supplier Code of Conduct and be able to demonstrate compliance. The purpose of our Supplier Code of Conduct is to clarify and safeguard the relationships between us and our suppliers, to establish standards that ensure our suppliers operate ethically, are environmentally responsible and that workers are treated with respect and dignity. Our suppliers must have processes in place to maintain these standards and be able to provide evidence if required.

## PRINCIPLES

### Conflicts of Interest

Suppliers should conduct business in a professional, honest, ethical, and transparent manner. Suppliers should not engage in any activity that gives rise to an actual or perceived conflict of interest.

### Entertainment, Gifts, and Payments

Providing or receiving gifts of money, goods, or services solely for personal use, personal discounts, loans, gifts of non-business-related travel or accommodations, personal favors or any other benefit which might influence or raise doubts as to the impartiality of the recipient and damage the reputation of Convergix for fair dealing are prohibited.

Certain business courtesies such as payment of a reasonable amount for a lunch or dinner associated with a business meeting normally would not be a gift within the context of this policy. Advertising novelties would not be inappropriate to give or receive, provided the item is of insignificant value and is widely distributed to others under essentially the same business relationship with the donor.

### Arm's Length Dealings

Suppliers may only enter negotiations with Convergix employees who are independent of and can be reasonably stated as being 'at arm's length' to, the Supplier.

### Illegal Payments

Offering or accepting bribes, kickbacks, or improper payments of any kind is strictly prohibited, without exception, in all circumstances.

### Confidentiality of Information

Suppliers are responsible for complying with their obligations to protect Confidential Information of Convergix or of any customer, supplier, or business partner of Convergix and ensuring that such Information is only used for the purpose for which it was provided.

Each Supplier shall adhere to and comply with the non-disclosure agreement it enters with Convergix. In the absence of a non-disclosure agreement, each Supplier must treat all information of, or supplied by Convergix, its customers, other suppliers and/or other business partners which is confidential, proprietary and/or not otherwise publicly available as Confidential Information including trade secrets, know-how, designs, inventions, techniques, processes, prototypes, undisclosed patents pending, finances, personnel records, business plans and proposals, capacity and production information, marketing or sales forecasts and

strategies, client and customer lists, pricing lists or strategies, construction plans, supplier data, business leads, and all information relating to Convergix's customer projects.

### Compliance with Laws, Rules, and Regulations

Each Supplier shall comply with all laws and regulations that apply to it wherever it conducts business and shall not, at any time, take any action which it or its employees knows, or reasonably should know, may be in violation of any applicable law or regulation, including but not limited to the following:

#### Health and Safety

Suppliers are required to follow safe work practices and comply with all applicable health and safety guidelines relating to their work, including governmental requirements, operations- and facility-specific safety requirements, and contractual requirements. Suppliers are fully responsible for the health, safety, and continuous training of their employees. Suppliers shall minimize risks and implement best practice preventive measures against accidents and occupational illness, including an occupational health and safety management system.

#### Environmental Responsibility

Vendors are expected to conduct their business in an environmentally responsible manner and not to engage in any activity that violates environmental laws or regulations wherever they conduct business.

#### Protecting the Employee

We support the protection of human rights through our supply chain by requiring our suppliers to adhere to and provide evidence of compliance when requested with the requirements of the Ethical Trading Initiative Base Code (ETI). ETI Base Code:

- Employment is freely chosen.
- Freedom of association and the right to collective bargaining are respected.
- Working conditions are safe and hygienic.
- Child and forced labor must not be used.
- Living wages are paid.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment is allowed.

Further details on the ETI Base Code can be found at <https://www.ethicaltrade.org/eti-base-code>

## REPORTING of violations and other illegal or unethical behavior

Any Supplier or Supplier's employee who becomes aware of any illegal or unethical behavior and/or any violation of this Supplier Code of Conduct has a responsibility to report his or her knowledge promptly to the Convergix ethics hotline, by writing [Ethics@convergixautomation.com](mailto:Ethics@convergixautomation.com). Except as required by law, persons reporting concerns may request that they remain anonymous. Convergix makes every attempt to protect the confidentiality of information provided, unless maintaining confidentiality would create a significant health, safety, or legal risk.

## Supplier acknowledgement and certification

By signing below, the Supplier acknowledges and certifies that this Supplier Code of Conduct has been read and understood and shall be complied with by the Supplier.

Date: \_\_\_\_\_

Supplier: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_