



## MERITEK SUPPLIER CODE OF CONDUCT

Meritek Suppliers Code of Conduct document is based on recognized international standards, principles and best practices, and is compliant with the Meritek Code of Conduct. Meritek and its suppliers are always subject to additional responsibility requirements stated by local, national and/or international law. Meritek reserves the right to reasonably change the requirements of this Code of Conduct. In such event Meritek expects the supplier to accept those reasonable changes.

The supplier declares herewith to comply with the following:

### Information Protection

- **Confidential/Proprietary information:** Suppliers must properly protect sensitive information, including confidential, proprietary, and personal information. Information should only be used for the business purpose for which it was provided.
- **Intellectual Property:** We expect our suppliers to respect our intellectual property rights and those of third parties, including protection against disclosure, patents, copyrights, and trademarks.
- **Information Security:** Suppliers must protect the information of others, including personal information, from unauthorized access, destruction, use, modification and disclosure, through use of appropriate physical and electronic security procedures. Suppliers must comply with all applicable data privacy laws.
- **Procurement Integrity:** Possession or use of a competitor's business' rates or proprietary information can violate law and compromise the integrity of the procurement process. We are committed to conducting business in accordance with laws and business ethics, and expect our suppliers to do so as well.

### Fair Competition/Anti-Trust

- Our suppliers must adhere to applicable anti-trust or anti-competition laws and promote ethical business practices. Suppliers must not fix prices or rig bids with their competitors, and they must not exchange current, recent, or future pricing information with competitors.

### Respect for Human & Labor rights

- **Forced Labor:** Right not to be subjected to slavery, servitude or forced labor
  - a) Not making use of slave, forced or compulsory labor in any form;
  - b) Ensuring that employees are free to resign;
  - c) Ensuring that all feasible measures are taken to prevent workers from falling into debt bondage through company loans or otherwise;
- **Child Labor:** Children's and young people's right to protection from exploitation
  - a) Not engaging children under the age of 15 in work (or 14 if the state in question has received an exemption);
  - b) Not engaging children under the age of 18 for work which is likely to harm their health, safety or morals;
  - c) Take the required steps to comply with all the applicable child labor laws of the country of manufacture;

- **Health and Safety of Employees:** We expect our suppliers to comply with all applicable health and safety laws, regulations, and directives. Suppliers should protect the health, safety, and welfare of their people, visitors, and others who may be affected by their activities.

### **Environmental Protection**

- To minimize environmental pollution and make continuous improvements in environmental protection;
- To act in accordance with the applicable statutory and international standards regarding environmental protection;
- To set up or use an environmental management system according to ISO 14001 or equivalent;

### **Gifts/Business Courtesies**

- Business is awarded solely on merit, without favoritism, at the lowest overall cost, and whenever practical, on a competitive basis;
- Any gifts or gratuities must not improperly affect, or might be perceived as improperly affecting, the recipient's independence of judgement towards the giver;
- Cash or cash equivalents (gift certificates, credit card use) are prohibited in any amount;
- Gifts from competitors are prohibited;
- Meals, drinks, or entertainment may be accepted only if they are unsolicited, reasonable in amount and infrequent and being expressly approved by the department director;

### **Adherence to Laws, Regulations, and Contracts**

- **Maintain Accurate Records:** We expect suppliers to create accurate records, and not to alter any record to conceal or misrepresent the underlying transaction represented by it. All records, regardless of format, made or received as evidence of a business transaction must fully and accurately represent the transaction or event being documented.
- **Anti-Corruption:** The supplier shall prohibit corruption and bribery at all times and in any form, including active and passive bribery and corruption in the private and public sphere.
- **Supply Chain Responsibility**
  - a) Conflict Minerals: We expect our suppliers to take steps to determine if their products contain conflict minerals (tin, tantalum, gold, and tungsten) and if so, implement supply chain due diligence processes to identify sources of these minerals and support efforts to eradicate the use of conflict minerals which directly or indirectly finance or benefit armed groups in the Democratic Republic of Congo or adjoining countries.
  - b) Sub-tier suppliers: Suppliers shall assure extension of the requirements and objectives of this Code of Conduct to all sub-tier sources they engage.
  - c) Export/Import Control: We expect our suppliers to ensure that their business practices are in accordance with all applicable laws, directives and regulations governing the import or export of parts, components, and technical data.

### **Counterfeit Parts**

- We expect our suppliers to develop, implement, and maintain methods and processes appropriate to their products to minimize the risk of introducing counterfeit parts and materials into contract deliverables. Effective processes should be in place to detect counterfeit parts and materials, provide notification to recipients of counterfeit product(s) when warranted, and exclude them from contract deliverables.