

## **AOC SUPPLIER CODE OF CONDUCT**

### **Implementation**

AOC believes that sustainability implies a responsibility to involve our direct and indirect (production-related and non-production-related) suppliers, contractors and agents in our pursuit for economic performance, environmental quality and social responsibility in our own company as well as in our value chains. We therefore expect suppliers and contractors, both themselves and on behalf of their subsidiaries, to express their willingness and intent to comply with this code locally and globally and to ask their own suppliers to comply as well. Through dialogue with our suppliers, and training if required, we aspire to achieve a comprehensive implementation of this Supplier Code of Conduct, to discover our suppliers' unique competences and continuously improve our business conduct.

### **Compliance**

We expect suppliers to use a proactive approach in establishing and maintaining the standards set forth in this Code, including the collection and evaluation of adequate and timely information, the establishment of relevant, measurable objectives and targets, and the regular monitoring and verification of progress. This includes the implementation of a proper resource and organizational set up for this task. AOC's employees are expected to report to their management any practices in dealings with business partners that are in violation of this Code.

In the following provisions we present the AOC Supplier Code of Conduct, along three sustainability dimensions of People, Planet and Profit.

## **People: the human dimension**

**Non-discrimination** - suppliers do not discriminate in any manner based on race, ethnic background, nationality, age, religion, gender, sexual orientation or disability.

**Forced labour and child labour** - suppliers do not use forced labour or child labour; suppliers act in accordance with Convention 138 (Minimum Age) and Convention 182 (Worst Forms of Child Labour) of the International Labour Organization.

**Health and safety** - with respect to health and safety, suppliers implement strict policies with the aim of creating an incident and injury free work environment and of preventing the occurrence of occupational illness and health problems associated with its activities. At all levels, suppliers play an active role in identifying and rectifying unsafe situations, and they work on continuous improvement of the health situation of employees.

**Lifesaving rules** – suppliers agree to follow our 12 Life Saving Rules and related practices, which set out clear and simple “dos and don’ts” covering activities with the highest potential safety risk. It is essential to make sure that the Rules are followed and people are protected.

We are determined to save lives.

1. No drugs while working; only smoke in designated areas; no alcohol at work
2. Work with a valid permit when required
3. Test the quality of the internal atmosphere before entering a confined space
4. Lock out, tag out and try out before work on machines or equipment begins
5. Obtain authorization before Line Breaking
6. Obtain authorization before overriding or disabling safety critical equipment
7. Protect yourself against a fall when working at height
8. Lifting and hoisting: do not enter a danger zone where objects can fall
9. Comply with management of change when required
10. Follow your journey management plan (Business Travel)
11. Wear your seatbelt
12. Drive responsibly and comply with local law. While driving, avoid using your phone, also hands-free, and do not exceed speed limits. Avoid drinking and driving, always respecting legal thresholds

**Freedom of association** - suppliers respect the right of their employees to freedom of association and collective bargaining.

**Fair remuneration** - suppliers pursue a fair remuneration policy with due recognition for performance.

**Working hours** – suppliers do not force their employees to work excessive hours. In case employees are asked to work overtime, their extra work is compensated in line with local legislation.

**Local community** – suppliers guarantee healthy and safe living conditions to local residents, support local job creation, local sourcing, the provision of education, and infrastructure development.

## **Planet: the environmental dimension**

**Eco footprint** - suppliers ensure and demonstrate continuous environmental improvements, including a reduction in raw materials, energy, emissions, discharges, noise, waste and reliance on natural resources and hazardous substances by means of clear targets and improvement policies.

**Product stewardship** - in accordance with the principles of product stewardship, suppliers identify the risks and environmental impact attached to their products during the production, distribution and transportation process as well as their entire lifecycle and look for opportunities to reduce these. In this context, suppliers share relevant knowledge, expertise and experience with their own suppliers, customers and other parties.

**Continuous improvement** - suppliers continually evaluate and improve their products, working methods, production processes and services. Suppliers ensure that these changes are executed in a controlled way and are acceptable to their customers and stakeholders.

**Waste** - suppliers have in place or shall establish a procedure for the safe handling, storage, transportation, utilization and disposal of waste in accordance with the applicable legislation.

**Information** - suppliers provide customers and the general public with clear information about the environmental and safety aspects of their products and production processes.

**Safety and health risks for local residents** - suppliers shall systematically and regularly evaluate, or shall employ the services of an external party to evaluate the impact of their activities on local residents, for example safety aspects, emissions, and waste from regular activity. The results shall be documented.

**Emergency response** - suppliers shall make a reasonable and practicable effort to implement an emergency response program that addresses the most likely anticipated emergencies.

## Profit: the economic dimension

**Laws and regulations** - suppliers operate in full compliance with international, national and local laws and regulations that are applicable to their business operations, and obtain all necessary permits. Local industry standards prevail in cases where these are more stringent than local legal requirements.

**Free and fair competition** - suppliers value free and fair competition throughout the world, and therefore comply with competition laws in all areas in which they operate and have implemented strict policies in this respect.

**Embargoes and trade law** - suppliers respect the applicable trade laws and restrictions as imposed by the United Nations or other national or supranational bodies or governments, and have implemented strict policies to ensure compliance therewith.

**Bribery** - suppliers refrain from any form of corruption including extortion and active or passive bribery.

**Gifts** - suppliers respect that AOC employees may not give or accept any gift or favour that could compromise or raise doubts about the neutrality of the decisions made by AOC or the supplier. Suppliers are aware of and adhere to our requirements.

**Conflict of interest** - suppliers disclose to AOC all available information about conflict of interest including financial interests of an AOC employee in any of suppliers' businesses.

**Confidentiality** - suppliers protect all confidential information provided by AOC and its respective business partners.

**Transparent accounting** - suppliers' accounting records and supporting documents show a true, fair and complete picture and reflect the nature of the underlying transactions.

**Business continuity** - suppliers strive to maintain policies and plans that mitigate exposure to terrorism, crime, threats, pandemics, natural disasters and related major accidents.

Supplier representative \_\_\_\_\_