



# Supplier Code of Conduct

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# A Message from Jeff VonDeylen, Ensono CEO

Supplier partnerships are an essential component of our global operations, and your contributions, large or small, are an important component of our success. As an approved Supplier, your policies and practices are an extension of our brand, and consequently, the expectations we have for Supplier conduct.

At Ensono, we care about innovation, passion for excellence, and doing the right thing for our associates and our clients. These are core values that have been in place since day one. Our values are supported by a clearly defined framework of ethical, legal and inclusive business practices.

Our goal is to become a Net Zero company, which means conservation, sustainability and waste reduction are carefully considered internally and when choosing Suppliers. We continue to implement diversity plans that expand our outreach to women and minorities, and create a culture of inclusion across our regions. We look for diversity among our Suppliers as well. Simply put, we want our Suppliers to reflect who we are as a company, and carry forward the values that matter to us and our clients as we compete and win new business.

Please review and follow the Supplier Code of Conduct and Guiding Principles outlined in this document.

Thank you for your partnership.

Jeff VonDeylen

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# Ensono Guiding Principles

Ensono operates with high ethical business standards and integrity in the communities where we work. We count on our network of Suppliers and business partners across the globe to commit to and uphold our high standards of integrity, values and operating principles.

We expect our Suppliers to communicate these expectations throughout their supply chain by adopting efficient systems, policies, procedures and training to uphold the standards and expectations set forth in this Supplier Code within their own business operations.

At Ensono, our global workforce comes together to support each other's ideas and opportunities, and live out our core values which we would also ask our suppliers to follow:

- **Honesty:** We're transparent and accountable
- **Reliability:** We deliver on our promises
- **Curiosity:** We relentlessly innovate on behalf of our clients
- **Collaboration:** We thrive as a team
- **Passion:** We love what we do and share our enthusiasm

These principles set forth the minimum standards of business conduct that we expect from all of our suppliers.

## Follow the Law

Suppliers shall:

- Know and comply with the laws that apply to them and their business
- Treat legal requirements as a minimum standard

Promptly alert Ensono to any material issues with the goods and services supplied.

## Business Ethics

Ensono is committed to conducting business ethically and lawfully in countries where we operate across the globe. We strive to do business with Suppliers who demonstrate a strong commitment to ethical behavior.

Suppliers agree to conduct their business in accordance with the highest ethical standards and to have controls in place that prohibit and detect the misuse of company assets, corruption, bribery, improper gifts, extortion, embezzlement and even the appearance of conflicts of interest. Suppliers shall avoid conflicts by ensuring that they disclose any personal or outside business arrangements, interests or relationships with any personnel, and their family members, suppliers, customers or competitors of Ensono.

Suppliers' business dealings shall be fair, legal and honest. Suppliers shall abide by all applicable

anti-corruption laws and regulations of the countries in which they operate, including the Foreign Corrupt Practices Act (FCPA) and applicable international anti-corruption conventions. If Suppliers extend any business courtesies to our employees, they will do so infrequently, and the courtesies must be of no more than moderate value. To the extent that Suppliers transport goods for Ensono into the United States, Suppliers shall comply with the C-TPAT (Customs-Trade Partnership Against Terrorism) security procedures on the U.S. Customs website at [www.cbp.gov](http://www.cbp.gov) (or other website established for such purpose by the U.S. government). Suppliers must abide by all economic sanctions or trade embargoes that the United States has adopted, whether they apply to foreign countries, political or to particular foreign individuals and entities.

## Protect Ensono's information, assets, and interests

We expect our Suppliers to:

- Protect any of Ensono's confidential information to which they have access, including Ensono's intellectual property, trade secrets, financial information, or personnel and customer data
- Safeguard any property belonging to Ensono to which they have access
- Avoid any situations that may adversely affect Ensono's business interests or reputation

## Maintain Accurate and Honest Records

We expect our Suppliers to:

- Maintain records that reflect all transactions in an accurate, honest, and timely way
- Employ appropriate quality audit and compliance processes for matters such as product, worker health and safety, and labor and employment

## Non-discrimination

Ensono does not tolerate any form of discrimination in the workplace. We are committed to diversity and inclusion in the work environment. Discrimination in the workplace is defined based on the grounds of an individual's race; color; gender; age; national origin; religion; citizenship status; political opinion; marital status; sexual orientation, gender identity; transgender status; physical or mental disability; protected veteran status; or other categories protected by applicable federal, state or local law.

# Harassment

Ensono does not tolerate any form of disparate treatment in the workplace. All workers will be treated with dignity and respect and will not be subject to any form of unethical treatment, threats of violence, or other forms of physical, mental, or sexual harassment. Disciplinary policies and procedures in support of these requirements are clearly defined and communicated to all workers.

## Prioritize the Safety, Well-being, and Dignity of All Individuals

We expect our Suppliers to:

- Provide safe and healthy working conditions at all their operations and meet or exceed all legal requirements for compensation.
- Ensono's suppliers are expected to treat people with dignity and respect. As such, they will:
  - Not employ child labor, consistent with the principles contained in the International Labour Organization's 1998 Declaration on Fundamental Principles and Rights at work
  - Not treat or threaten to treat an individual harshly or inhumanely. Harsh or inhumane treatment includes sexual harassment or abuse, corporal punishment, coercion, or verbal abuse
  - Not engage in human trafficking (as defined by the UN in Article 3, paragraph (a) of the Protocol to Prevent, Suppress and Punish Trafficking in Persons and as required by the California Transparency in Supply Chains Act of 2010)
  - Comply with applicable wage and hour labor laws of the country in which they operate, including through adherence to rules designed to limit overtime
  - Prohibit the use of forced, bonded (including debt bondage) or indentured labor or involuntary prison labor. All work will be voluntary, and workers should be free to leave work or terminate employment upon reasonable notice. Prohibited actions include transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services
  - Comply, at a minimum, with the applicable labor and environmental laws and regulations of the country where the materials and products are produced

## Environmental Guidelines

Suppliers shall identify the environmental impacts of their operations, products and/or services. Ensono expects its Suppliers to demonstrate a clear understanding of the environmental risks, impacts and responsibilities associated with the products and services they provide.

Suppliers shall have processes in place to ensure their operations conform to all applicable environmental legislation. All required environmental permits, approvals and registrations are to be obtained, maintained and complied with in accordance with the conditions and requirements where suppliers operate their business.

Suppliers shall make continuous improvements in environmental performance through practicable measures and employ leading practices where possible. Suppliers shall make efforts to minimize the use of energy, water and raw materials. Where possible, these should be renewable or sustainably sourced. Emissions to air likely to cause pollution or contribute to climate change will be monitored, controlled and minimized where possible. Suppliers shall make practical efforts to eliminate or reduce levels of waste generated and should reuse and recycle waste materials wherever possible. The handling, storage, movement, treatment and disposal of all waste must be carried out in accordance with applicable regulation and in an environmentally responsible manner.

## Diversity

Suppliers acknowledge that Ensono values diversity and inclusion as a high priority for its workforce. These principles are representative of Ensono's employee base and the many different communities in which we operate around the world. As such, Suppliers acknowledge that it, and its employees, subcontractors, agents, and representatives shall engage a team to deliver the products and services that reflects these principles through a strategy that is inclusive of diverse groups, including without limitation, minorities, women, veterans, disabled people, and LGBTQ.

## Our Goal of Trusted Partnership

It is our goal to build relationships with ethical Suppliers who follow these principles. We expect our Suppliers to cooperate with our requests for information, certifications, and/or audit access. When there is a concern, our practice is to work with the Supplier. We may be able to help identify possible improvements. However, when an issue cannot be corrected or a Supplier is unwilling to engage, we reserve the right to end our relationship.

Any Supplier who becomes aware of any existing or potential violation of this Supplier Code of Conduct is required to promptly notify Ensono's VP of Global Supply Chain and/or Chief Legal Officer. Ensono will take all appropriate action to investigate any violations reported to them. Ensono, in consultation with other appropriate Ensono personnel, will take such preventive or disciplinary action as deemed appropriate, up to and including termination of the relationship with the violating Supplier, or, in the event of criminal or other serious violations of law, notification of appropriate governmental authorities