

# Suppliers' code of conduct

For Vetico, it is vital that all employees in the supply chain enjoy good employment terms and conditions, while also limiting environmental impacts. That's why we maintain a code of conduct for our suppliers.

This code of conduct is largely based on the Ethical Trading Initiative (ETI) Base Code, which focuses mainly on working conditions. We also clearly underline how much importance we attach to limiting environmental impacts. Of course, we comply with applicable environmental laws and regulations. We also take specific action to reduce environmental impacts. And we expect our suppliers to do the same.

We do not want to commit ourselves to suppliers whose services or operations fail to attach sufficient importance to these aspects, which is why this document has been appended to Vetico's general purchasing terms and conditions. In the event of failure to comply with one or more of these elements, we reserve the right to dissolve a contract.

## 1. CORPORATE ETHICS

Vetico maintains the highest standards of integrity and business conduct, and expects its suppliers to adhere to these same ethical standards in their operations.

- a) Suppliers must not, under any circumstances, be involved in bribery, corruption, extortion, or embezzlement. All forms of direct or indirect bribery are prohibited, including offering, promising, giving, accepting, or demanding a benefit as an incentive or reward for an act or an omission.
- b) Fraudulent activities, including falsifying documents or deliberately providing false information to gain financial advantage, are strictly prohibited. Suppliers must comply with all applicable tax laws and regulations and must not take any actions that could be considered as tax evasion.
- c) Suppliers must refrain from activities that distort competition or could create a conflict of interest.
- d) Suppliers must adhere to procedures that prevent money laundering and that ensure the legitimacy of all transactions and financial flows.
- e) Suppliers are obliged to be transparent in their business transactions and to provide honest and accurate reporting on their business activities.
- f) Suppliers must provide regular corporate ethics and integrity training to their employees to ensure that principles and expectations are clear and adhered to.

## 2. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

- a) Employees are entitled to be a member of the labor union of their choice, to establish their own union, and to engage in collective bargaining, without any form of discrimination.
- b) The employer should adopt an open attitude toward labor union activities and their organizational activities.
- c) Employee representatives may not be discriminated against and should be offered the opportunity to exercise their representative role in the workplace.

## 3. MODERN SLAVERY AND HUMAN TRAFFICKING

Vetico recognizes the seriousness of modern slavery, human trafficking, forced labor, and involuntary prison labor, and rejects all forms of these practices.

- a) Employees should not be obliged to pay a 'bond' or to submit their identity documents to their employer. Employers must be free to leave their employer following a reasonable period of notice.
- b) Suppliers may not be involved in modern slavery or human trafficking in any way. This includes all forms of forced labor, including bonded labor, human trafficking, and other forms of labor imposed against a person's will.
- c) Suppliers must take active measures to safeguard that no modern slavery or human trafficking takes place within their business operations and supply chains. This includes conducting thorough checks on their recruitment practices and working conditions.
- d) Suppliers must implement due diligence processes and risk assessments to ensure that their business practices and those of their suppliers are free from modern slavery and human trafficking.
- e) Suppliers must establish regular training and awareness-raising programs for their staff, particularly for those involved in recruitment, to ensure that they recognize and prevent practices that could lead to modern slavery and human trafficking.
- f) A clear and secure reporting system must be in place to which employees can report a suspicion of practices of modern slavery and human trafficking, without fear of retribution.

## 4. CHILD LABOR IS PROHIBITED

- a) No children should be hired to carry out work.
- b) Suppliers must develop policy lines and programs (or participate and contribute to these) that ensure the transfer of any child engaged in child labor to enable the child to receive and continue to receive high quality education until the child becomes an adult. The terms "child" and "child labor" are defined in the attachments.
- c) Children and young people under eighteen years of age may not work nights and may not work in hazardous conditions.
- d) This policy and these procedures must comply with the provisions of the relevant ILO standards.

## 5. WORKING CONDITIONS MUST BE SAFE AND HYGIENIC

- a) A safe and hygienic workplace must be provided, taking into account current industry knowledge and any specific risks. Effective measures must be taken to prevent accidents and harm to health arising from, related to, or occurring during work by minimizing (as far as reasonably possible) the causes of hazards inherent in the working environment.
- b) Employees should attend regular health and safety information sessions. These sessions must be documented and repeated for newly or reappointed employees.
- c) Clean toilet facilities and drinking water must be available, and (if applicable) facilities for storing food should be provided.
- d) Accommodation, if present, must be clean and safe, and must meet employees' basic needs.
- e) The company complying with the code of conduct must assign responsibility for health and safety to a senior management representative.

## 6. LIVING WAGES MUST BE PAID

- a) Wages and allowances for a standard working week should at least comply with national legal standards or (if higher) with established industry standards. In any event, wages should always be high enough to meet basic needs while still ensuring that employees have some freely disposable income.
- b) Before being appointed, all employees must be provided with written and clear information regarding their employment conditions with respect to their wages. They should also receive written and clear information on the details of their pay for the period in question, each time they are paid.
- c) Deductions from wages as a disciplinary measure are not permitted. Deductions from wages not provided for in national legislation are also not permitted without the express consent of the employee concerned. All disciplinary measures must be registered.

## 7. WORKING HOURS MUST NOT BE EXCESSIVE

- a) The working hours must be in line with national legislation, collective agreements, and the provisions described below, according to what best protects employees. 7b to 7f are based on international labor standards.
- b) Standard working hours, excluding overtime, must be contractual and should not exceed 48 hours per week.\*
- c) Overtime should be voluntary. Overtime should be managed responsibly, taking into account the following: The extent, frequency, and number of hours worked by individual employees, and by the collective workforce. Overtime should not be used to replace standard working hours. Overtime should always be paid as an extra, at a rate of at least 125% of the normal rate.
- d) The total number of hours worked, including overtime, per period of seven days, may not be higher than 60 hours, unless Article 7.5 below applies.
- e) The total number of hours worked, including overtime, per period of seven days, may be higher than 60 hours per week in exceptional circumstances, if all the conditions below are met:
  - It is permitted according to law;
  - It is permitted based on collective agreements that were agreed on a voluntary basis with the labor union that represents a considerable proportion of the employees;
  - Appropriate measures must be taken to safeguard

employee health and safety;

- The employer can demonstrate that this involves exceptional circumstances, such as unexpected production peaks, accidents, or emergency situations.

- f) Employees should have at least one day free in each seven day period or, if permitted by law, two days in each fourteen day period.\* (International standards recommend a progressive reduction of standard working hours (excluding overtime) to 40 hours per week if possible, without any reduction in salary when working hours are reduced).

## 8. DISCRIMINATION MAY NOT TAKE PLACE

- a) No discrimination may take place when appointing staff, paying wages, providing access to training, promotion, dismissal, or retirement based on race, caste, origin, religion, age, disability, sex, marital status, sexual orientation, membership of a labor union, or political conviction.

## 9. PERMANENT WORK SHOULD BE OFFERED

- a) As far as possible, the work performed should be based on a recognized employment contract drawn up in line with national legislation and general practice.
- b) Obligations to employees under labor or social security legislation and regulations arising from the standard employment relationship should not be circumvented through the use of labor-only contracts, subcontracting, or homeworking arrangements, or by using apprenticeships, when there is no real intention to teach the apprentice skills or provide regular employment. Nor should such obligations be circumvented by the overuse of temporary employment contracts.

## 10. ROUGH OR INHUMANE TREATMENT IS NOT PERMITTED

- a) Physical violence, physical punishment, threats of physical violence, verbal abuse, harassment, sexual harassment, and other forms of intimidation are prohibited.

**ATTACHMENT A - DEFINITIONS**

- a) Child: Every person younger than fifteen years of age. If local legislation prescribes that a higher age is required for work or compulsory education, the higher age applies. However, if local legislation prescribes a minimum age of fourteen years in line with the exception for developing countries under ILO Convention No 138, the lower age applies.
- b) Young person: Each employee who is older than a child (as described above), but is younger than eighteen years of age.
- c) Child labor: Any work carried out by children or young people below the ages mentioned in the above definitions that does not comply with the provisions of the relevant ILO standards, and any work that is likely to be hazardous, interfere with the child's or young person's education, or be harmful to the child's or young person's health or physical, mental, intellectual, moral, or social development.

As a supplier, if you hold a certificate relating to corporate social responsibility, please indicate which certificate this is.

The supplier holds the following applicable certificates/accreditations:

---

---

## Signature

By signing, the supplier commits to complying with the above-mentioned guidelines.

Business: \_\_\_\_\_

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

Position: \_\_\_\_\_

Town/city: \_\_\_\_\_

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