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## 1. INTRODUCTION

1.1. At Anmark, we are committed to conducting our business with the highest standards of ethics, integrity, and professionalism. We value the relationships we have with our suppliers and recognize that their adherence to ethical practices is essential to maintaining our mutual success. This Supplier Ethics and Code of Conduct Policy outlines the requirements and expectations we have for our suppliers when doing business with Anmark and is in line with our customer's Ethics and Code of Conduct Policy. By entering into a business relationship with Anmark, suppliers agree to comply with this policy and uphold the principles set forth herein.

## 2. APPLICABILITY

- 2.1. This Supplier Ethics and Code of Conduct Policy applies to all suppliers, vendors, contractors, consultants, and other third-party entities (referred to collectively as "suppliers") who engage in business activities with Anmark. It is applicable to all contractual agreements, purchase orders, and business transactions between Anmark and its suppliers.
- 2.2. By entering into a business relationship with Anmark, suppliers acknowledge and agree to comply with the provisions outlined in this policy. Adherence to this policy is a fundamental requirement for maintaining a positive and sustainable partnership with Anmark. Suppliers are expected to familiarize themselves with the contents of this policy and ensure that their employees, subcontractors, and agents are aware of and adhere to these standards while conducting business on behalf of Anmark.
- 2.3. This policy supplements any existing contractual agreements or obligations between Anmark and its suppliers and does not waive or replace any legal or regulatory requirements imposed by applicable laws, regulations, or standards. In cases where local laws or regulations conflict with the provisions of this policy, suppliers are expected to comply with the stricter requirement.
- 2.4. Anmark reserves the right to periodically review and update this policy as necessary to reflect changes in laws, regulations, industry standards, or business requirements. Suppliers will be notified of any significant policy updates, and their continued engagement with Anmark implies their acceptance of the revised policy.
- 2.5. Failure to comply with the provisions of this Supplier Ethics and Code of Conduct Policy may result in various consequences, including but not limited to the termination of the supplier relationship, suspension of business activities, or legal action, as deemed appropriate by Anmark. Anmark may also undertake audits, inspections, or other assessments to verify supplier compliance with this policy.
- 2.6. Suppliers are encouraged to seek clarification or guidance on any aspect of this policy by contacting the designated representative at Anmark. Open and transparent communication

between Anmark and its suppliers is crucial in maintaining a strong and ethical business partnership based on mutual trust, integrity, and shared value

### **3. ETHICS AND CODE OF CONDUCT REQUIREMENTS**

#### **3.1. Compliance with Laws and Regulations**

3.1.1. Suppliers must comply with all applicable local, national, and international laws, regulations, and standards relevant to their business operations, including but not limited to labor, employment, health and safety, environmental, and anti-corruption laws.

3.1.2. Suppliers shall obtain and maintain all necessary licenses, permits, and certifications required to carry out their business activities in compliance with applicable legal requirements.

#### **3.2. Business Integrity**

3.2.1. Suppliers shall conduct their business with honesty, integrity, and fairness, refraining from engaging in any form of corruption, bribery, fraudulent practices, or unethical conduct.

3.2.2. Suppliers shall accurately represent their products, services, capabilities, and qualifications, providing truthful and reliable information to Anmark during the procurement process and throughout the business relationship.

#### **3.3. Labor and Human Rights**

3.3.1. Suppliers shall uphold and respect the fundamental rights of their employees, ensuring fair and safe working conditions in accordance with applicable labor laws, standards, and regulations.

3.3.2. Suppliers shall not employ forced labor, child labor, or engage in any form of human trafficking. They shall provide their employees a workplace free from discrimination.

#### **3.4. Environmental Responsibility**

3.4.1. Suppliers shall demonstrate a commitment to environmental sustainability by complying with applicable environmental laws, regulations, and standards.

3.4.2. Suppliers are encouraged to minimize their environmental impact, conserve resources, reduce waste generation, and actively pursue environmentally friendly practices within their operations.

#### **3.5. Ethical Business Practices**

3.5.1. Suppliers shall compete fairly, refraining from engaging in anti-competitive practices, collusion, or any other activities that violate applicable competition laws.

3.5.2. Suppliers shall respect intellectual property rights and confidential information, protecting the proprietary information and trade secrets of Anmark and other parties involved in the business relationship.

#### **3.6. Confidentiality and Data Protection**

3.6.1. Suppliers shall protect the confidentiality and privacy of any sensitive or confidential information provided by Anmark during the course of business. Such information should only be used for the purposes specified and with appropriate safeguards in place to prevent unauthorized access, disclosure, or misuse.

3.6.2. Suppliers shall comply with applicable data protection laws and regulations, particularly when handling personal data or sensitive information provided by Anmark.

### 3.7. Responsible Sourcing

3.7.1. Anmark expects all suppliers to adhere to the principles of responsible sourcing. This includes complying with relevant regulatory requirements and promoting socially responsible practices in the sourcing of minerals, chemicals, and other materials. Suppliers must manage their business activities in accordance with international and local laws applicable to their countries of operation. Additionally, we encourage suppliers to actively participate in the reduction and phase out of hazardous substances.

### 3.8. Reporting and Compliance

3.8.1. Suppliers are encouraged to establish procedures for reporting potential violations of this policy and unethical behavior within their organization.

3.8.2. Suppliers shall promptly notify Anmark of any known violations of this policy, providing relevant details and cooperating in any related investigations.

### 3.9. Fraudulent Activity

3.9.1. Anmark is committed to preventing and addressing fraudulent activities to maintain the integrity of its operations, protect its stakeholders, and ensure compliance with legal requirements. By identifying and addressing fraudulent activity, we can foster a culture of trust, transparency, and ethical conduct within our organization and throughout our business relationships.

#### 3.9.2. Definition of Fraudulent Activity

3.9.2.1. Anmark considers fraudulent activity as any deliberate act involving deception or misrepresentation of information that aims to gain an advantage, harm the company, or violate the law. The following examples, though not exhaustive, illustrate such activities:

3.9.2.1.1. Falsification of Information: This includes intentionally providing false or misleading information, omitting relevant details, making false claims, or misusing authorized resources, certifications, qualifications, or authorizations.

3.9.2.2. False Representation of Goods or Services: Engaging in deceptive practices such as misrepresenting the quality, features, or availability of goods or services offered to Anmark.

3.9.2.3. Theft or Embezzlement: Unauthorized appropriation or misappropriation of company funds, assets, or property for personal gain or without proper authorization.

3.9.2.4. Bribery or Corruption: Offering, accepting, or soliciting bribes, kickbacks, or any form of improper inducement to gain an unfair advantage or influence business decisions.

3.9.2.5. Forgery or Document Alteration: Falsifying or altering documents, records, contracts, or other official papers to deceive or mislead others.

3.9.3. Misuse of Confidential or Proprietary Information: Unauthorized disclosure, sharing, or misuse of sensitive or confidential information belonging to Anmark, its customers, or business partners, including trade secrets, intellectual property, or client data.

### 3.10. Compliance Verification and Audit

3.10.1. Anmark and its customers reserves the right to verify and assess the compliance of suppliers with this policy through various means, including on-site audits, inspections, and requests for relevant documentation.

3.10.2. Suppliers shall cooperate with Anmark's requests for information, audits, and assessments related to compliance with this policy.

### 3.11. Consequences of Non-Compliance

3.11.1. Non-compliance with this Supplier Ethics and Code of Conduct Policy may result in consequences, including termination of the supplier relationship or other appropriate actions, as determined by Anmark.

## 4. CONCLUSION

4.1. At Anmark, we believe that ethical business practices and responsible conduct are essential for maintaining strong partnerships and sustainable growth. By adhering to our Supplier Ethics and Code of Conduct Policy, we can work together to uphold the highest standards of integrity, transparency, and respect. We value our relationship with suppliers who share our commitment to ethical behavior, and we look forward to fostering a mutually beneficial partnership built on trust and shared values. Thank you for your cooperation in upholding these principles and promoting a culture of ethics and responsibility in all our business interactions.