

# TES Supplier Code of Conduct

## Version 001

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### Introduction

TES is a responsible citizen of every country in which TES does business. The increasingly global business environment in which TES operates presents practices with ethical, environmental, and social challenges. But, at TES, our integrity is non-negotiable. TES is committed to the highest labour standards, human rights, health and safety, quality control and environment, and ethical conduct. TES requires its suppliers to have a similar commitment.

The TES Supplier Code of Conduct is not intended to be exhaustive and should be read in conjunction with all existing applicable laws, rules and regulations imposed by the country's government in which suppliers do business. The TES Supplier Code of Conduct is not meant to replace any applicable laws, rules and regulations, or any term in an agreement between TES and Suppliers. To the extent that there is any conflict between the TES Supplier Code of Conduct and any applicable laws, rules and regulations, or the terms of any agreements, TES respects national law while seeking to honour the higher standard. TES requires its suppliers to act in accordance with the TES Supplier Code of Conduct, and in full compliance with all applicable laws and regulations. The form in Appendix A is to be used as the acknowledgement and acceptance of the TES Supplier Code of Conduct by suppliers.

The TES Supplier Code of Conduct is valid in the English language. All other versions shall be considered as translations only.

### Who the TES Supplier Code of Conduct is applicable to?

TES's supplier is a person or a company supplying products or services to TES, including their subsidiaries and affiliates, any subcontractors and sub-tier suppliers, throughout their supply chain.

### Monitoring Compliance

Suppliers shall regularly monitor its compliance with the TES Supplier Code of Conduct.

TES will monitor the compliance of its suppliers with the requirements of the TES Supplier Code of Conduct. Any violations of TES Supplier Code of Conduct may affect a supplier's business relationship with TES including termination.

TES will assess its suppliers' compliance with the TES Supplier Code of Conduct by requesting information from time to time or may itself, or through third-party auditors, conduct compliance audits to validate suppliers' compliance with the TES Supplier Code of Conduct. TES requires its suppliers to respond promptly and fully cooperate with any reasonable requests received from TES as to the above. Suppliers must provide complete and accurate responses and information within the requested timeframe for their response.

If suppliers become aware of a breach of any of the requirements of the TES Supplier Code of Conduct by its own employees or TES employees, suppliers shall inform the TES Ethics and Compliance Council at [ecc.global@tes-amm.com](mailto:ecc.global@tes-amm.com) as soon as possible.

Suppliers who have questions regarding the TES Supplier Code of Conduct should email their questions to the TES Ethics and Compliance Council at [ecc.global@tes-amm.com](mailto:ecc.global@tes-amm.com).

### Overview

TES Supplier Code of Conduct is based upon the Responsible Business Alliance (RBA) Code of Conduct Version 7.0 (2021). The RBA Code of Conduct is a set of social, environmental, and ethical industry standards. TES reserves the right to update or change the TES Supplier Code of Conduct requirements from time to time, a current version of which can be found at [www.tes-amm.com](http://www.tes-amm.com).

TES Supplier Code of Conduct states what is required of its Suppliers with respect to the following topics:

A. Labour and Human Rights

- B. Health, Safety, Environment, and Quality
- C. Ethics and integrity

#### A. Labour and Human Rights

TES believes all workers in our supply chain deserve a fair and ethical workplace. TES requires its suppliers to commit to and uphold the highest standards\* of human rights of its employees, and to treat them with dignity and respect. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of workers.

Suppliers shall pay all their employees at least the minimum wages and all benefits required by applicable laws and regulations. Suppliers shall ensure the conditions of employment (working hours, leave and holiday entitlements, overtime, and accommodation, where provided) of all employees are in accordance with applicable laws and regulations, or applicable mandatory industry standards where the standard is higher.

\*The recognised and widely accepted Human Rights standards are but not limited to:

- The United Nations' International Bill of Human Rights
- The United Nations' Guiding Principles for Business and Human Rights
- The International Labour Organization's Declaration on Fundamental Principles and Rights at Work.

#### **Non-discrimination; Non-harassment; Abuse.**

Suppliers shall commit to a workplace free of discrimination, harassment, and abuse.

Suppliers shall not discriminate in the hiring, compensation, promotion, discipline, termination, or retirement of employees based on gender, gender identity, age, religion, marital status, sexual orientation, disability, social class, political opinion, or national or ethnic origin, or any other characteristics that does not relate to individual's qualifications or the inherent requirements for the job.

Suppliers shall treat their employees in a fair and equal manner. Suppliers shall take steps to ensure a workplace free of harsh or inhumane treatment, verbal abuse and harassment, psychological harassment, mental and physical coercion, and sexual harassment.

#### **Slavery, Human Trafficking and Child or Forced Labour**

Suppliers must not engage in any slavery, human trafficking, child or forced labour in any part of its business including its subcontractors' supply chains.

Suppliers shall not employ workers under the age of fifteen or the applicable minimum legal age for employment, or the applicable age for completion of compulsory education, whichever is higher. Suppliers may hire young workers who are older than the applicable minimum legal age for employment but are younger than 18 years old of age, whichever is highest, but suppliers must ensure they do not perform work that might jeopardise their health, safety, wellbeing, or morals. Suppliers shall not demand young workers to work overtime or perform night-time work.

Suppliers shall not use any form of forced labour (including trafficked, indentured, or bonded labour) or contract with subcontractors using child labour or forced labour. All persons who work for suppliers must do so voluntarily and be free to not work for suppliers or terminate their employment with reasonable notice. Suppliers shall ensure any workers provided by third parties meet the requirements of the TES Supplier Code of Conduct.

#### **Freedom of Association**

Suppliers shall respect its employees right to freely form, join or not join, a labour or trade union without fear of intimidation, harassment, or reprisal, and in compliance with all laws and regulations.

#### **Grievances**

Suppliers shall provide their employees with the means, including an anonymous complaint mechanism, to raise their concerns about the compliance requirements outlined in the TES Supplier Code of Conduct. Suppliers shall protect whistle-blower confidentiality, and any employees who make such a report in good faith shall be protected from retaliation.

Suppliers' labour standards shall include but not be limited to the following:

- Non-discrimination/Non-harassment/Abuse
- Slavery, Human Trafficking and Child or Forced Labour

- Freedom of Association
- Grievances
- Freely Chosen Employment
- Working hours
- Working and living conditions
- Wages and Benefits
- Humane Treatment

## **B. Health, Safety, Environment, and Quality**

### **Health and Safety**

Suppliers shall ensure that its employees have a safe and healthy working environment in compliance with all applicable laws and regulations.

Appropriate health and safety information, training and equipment shall be provided by suppliers to the supplier's employees.

Suppliers' employees shall not be under the influence of alcohol or drugs while working for TES.

Suppliers shall implement health and safety standards to include but not be limited to the following:

- Occupational Safety
- Emergency Preparedness
- Occupational Injury and Illness
- Industrial Hygiene
- Physically Demanding Work
- Machine Safeguarding
- Sanitation, Food, and Housing
- Health and Safety Communication

Suppliers should have a Health and Safety standard aligned to international standards such as ISO 45001 Occupational Health and Safety Management Systems or similar.

### **Environment**

Suppliers shall make all reasonable efforts to protect the environment by identifying the environmental impacts and minimise adverse effects on the community, environment, and natural resources within their operations, while safeguarding the health and safety of the public. Suppliers shall comply with all applicable environmental laws and regulations. Suppliers shall obtain, maintain, and comply with all

environmental permits, licenses, and registrations necessary for its operations. Suppliers shall monitor, control, minimise and appropriately treat emissions and pollutants (to air, soil, and water) and other waste generated from its operations. Suppliers shall strive to continuously reduce the carbon footprint of its operations. Suppliers should implement a suitable environmental management system aligned to international standards such as ISO 14001 Environmental Management System or similar.

Suppliers' environmental standards shall include but not be limited to the following:

- Environmental permits and reporting
- Pollution prevention and resource reduction
- Hazardous substances
- Solid waste
- Air emissions
- Materials restrictions
- Water management and energy consumption

### **Quality**

Supplier shall meet contractually agreed quality requirements and recognised standards of quality in order to provide products and services that meet TES's requirements. Supplier should have a quality management system aligned to international standards such as ISO 9001 Quality Management System or similar.

## **C. Ethics and integrity**

Suppliers are required to uphold the highest standards of ethics. Suppliers shall have a zero-tolerance policy to prohibit all forms of bribery, corruption, extortion, and embezzlement. Suppliers must fully comply with requirements of all applicable bribery and anti-corruption laws (e.g., U.S. Foreign Corrupt Practices Act, UK Bribery Act).

Suppliers shall not offer or give any TES employees or agents any gratuity, payment or other personal benefit or inducement to obtain improper advantages with a view toward securing business from TES or influencing the terms, conditions or performance of agreement or any statement of work or purchase order that is or may

be perceived as inconsistent with all anti-corruption laws.

Suppliers shall not influence any third party or government official through bribes, political contributions or kickbacks and shall not maintain slush funds or make payments to give anything of value in any manner that would imply illegal payments are made.

Suppliers must maintain proper books and records, ensuring all business information and financial data relating to their dealings with TES are accurately recorded in accordance with applicable legal and regulatory requirements and accepted accounting practices.

#### **Conflicts of interest**

A conflict of interest is any relationship, influence or activity which may impair the ability to make a fair and objective decision when performing a job. Personal relationships within or outside the workplace include, but not limited to political engagement, employments, directorships, shareholdings, voluntary work, or association memberships can lead to conflicts of interest.

Suppliers should avoid any interaction with TES employees that may conflict, or appear to conflict, with that employee's duty to act in the best interests of TES.

Suppliers shall disclose to TES all conflicts of interest in their engagement with TES.

Suppliers shall inform the TES Ethics and Compliance Council at [ecc.global@tes-amm.com](mailto:ecc.global@tes-amm.com) as soon as possible if a TES employee or his/her immediate family member holds a material financial or other interest in the supplier, holds a managerial position at the supplier, or works for the supplier.

#### **Intellectual property**

Suppliers shall comply with all applicable laws and international treaties on intellectual property rights. Suppliers shall not infringe TES's or TES customers' intellectual property.

#### **Trade Compliance**

Suppliers shall comply with all applicable export control laws and regulations, including but not be limited to international trade sanctions issued by the United Nations, European Unions, United Kingdom, or the US authorities.

Suppliers are required to inform TES without undue delay if:

- The supplier itself, its owner or ultimate beneficial owner, or any director or representative of the supplier, is or becomes subject to international trade sanctions or restrictions, or
- The supplier becomes subject to a sanction's compliance investigation, or
- The supplier is or becomes aware that any of the products (hardware and/or software) or technology it supplies to TES is subject to any export controls or export license requirements. Suppliers are required to provide TES upon request with information regarding, but not be limited to, the original manufacturing location and proof of origin of the products supplied to TES.

#### **Publicity**

Suppliers are not allowed to publicise their cooperation with TES or utilise the TES brand name and or TES's company logo without the prior written consent of TES, unless required by law or any securities exchange.

#### **Fair business and competition**

Suppliers shall compete in an ethical, fair, and lawful manner in compliance with all applicable competition and antitrust laws and regulations. Suppliers are to not engage in price fixing, customer allocation, or other activities that could violate all applicable competition and antitrust laws and regulations.

#### **Responsible sourcing of minerals**

Suppliers shall adopt a policy and exercise due diligence on the source and chain of custody of minerals such as tantalum, tin, tungsten, and gold in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organization for Economic Co-operation and Development (OECD) Guidance for

Responsible Supply Chains of Minerals from Conflict-affected and High-Risk Areas or an equivalent and recognised due diligence framework.

#### **Data privacy and security**

TES requires its suppliers to protect the privacy of individuals in compliance with all applicable local laws, and the security of confidential assets and information.

Suppliers shall respect, protect, and safeguard TES and its clients' confidential assets and information, including the information of third parties, from loss, misuse, and unauthorized access, modification, and disclosure. Suppliers shall not use any information other than for its intended purpose.

Suppliers' ethics standards shall include but not be limited to the following:

- Business Integrity
- Conflicts of interest
- Business records
- No improper advantage
- Intellectual property
- Trade Compliance
- Publicity
- Fair business, advertising, and competition
- Protection of identity and non-retaliation
- Responsible sourcing of minerals
- Data privacy and security
- Disclosure of Information

#### **Important Privacy Notice**

As TES requires Suppliers to acknowledge and accept the TES Supplier Code of Conduct, TES may ask Suppliers to provide personal data relating to the suppliers' employees, including directors, owners and shareholders and their family members. Any personal data provided to TES will be used solely for the purpose of undertaking compliance activities in connection with the TES Supplier Code of Conduct, which may include additional investigations or analysis. TES shall process personal data in compliance with applicable privacy laws.

**Confirm Profile (Supplier)**

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Full company name (legal/official)

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Alternate Trade or Business Name (if any)

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Company registration number

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Physical Business Location (address and postcode)

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Company Telephone (landline)

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Alternate Company Telephone (if any)

## Appendix A

### Supplier's Acceptance and Commitment

By agreeing to work with TES, the supplier confirms that it and its subsidiaries and affiliates, subcontractors, partners, and consultants comply with the TES Supplier Code of Conduct.

### Acknowledged and accepted by the Supplier

I have the authorized signatory to represent the company set out below, confirm that the company has read, understood, and will comply with the TES Supplier Code of Conduct.

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Supplier's Authorised Company Representative (Full Name)

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Title

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Signature of Authorised Company representative

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Date



**TES** is the global leader in managed deployment, IT Asset Disposition (ITAD), and e-waste recycling partner for sustainable technology lifecycle services.

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