

Glaston Corporation Regulation No: 13 <i>Supplier Code of Conduct</i>	Effective Date: 27 October 2020	Version: 1.0
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Applicable to: All organisational units	Issued by: Group Legal	
	Approved by: Glaston Corporation Board of Directors	



SUPPLIER CODE OF CONDUCT

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1. Intention

Glaston's ambition is that we always carry out our business with integrity and in line with ethical standards expressed in our Code of Conduct. Responsible sourcing plays a significant role in achieving this. In alignment with this and as part of our sustainability efforts we have created Glaston's Supplier Code of Conduct ("Supplier Code") to ensure that all of our business partners, suppliers and manufacturers meet our basic expectations of doing business related to legal requirements, ethical practices, human rights and environmental management.

This Supplier Code is based on well-respected and recognized international standards, including the International Labor Organization, United Nations Universal Declaration of Human Rights, and industry best practices. In this Supplier Code, "Supplier" means any individual or legal entity which provides Glaston with products, components, materials or services. The definition of Supplier also includes Supplier's own 1st tier suppliers, contractors and other business partners participating in the delivery of products, components, materials or services to Glaston.

Glaston seeks to develop and strengthen co-operation based on shared commitment of transparency, collaboration and mutual respect. We recognize that our suppliers are independent businesses and the exclusive employers of their workers. However, the actions of our business partners can be attributed to Glaston, affecting not only our reputation, but the level of trust we have worked hard to earn from partners, customers and various stakeholders.

While Glaston appreciates that our suppliers operate in a variety of different legal, geographical and cultural environments, we expect all Suppliers to comply

with the Supplier Code. The standards of this Supplier Code are in addition to the provisions of any legal agreement or contract between the Supplier and Glaston.

This Supplier Code can be amended from time to time. The most recent version of the Supplier Code is available on Glaston's website at <https://www.Glaston.net>.

2. Business Conduct

Compliance with laws and business ethics

The Supplier shall comply with all laws and regulations applicable to its operations. Should a requirement of this Supplier Code contradict national laws or regulations the Supplier shall comply with whichever is more stringent. The Supplier shall adhere and comply very closely with all applicable laws and regulations on anti-money laundering, privacy and all applicable economic and trade sanctions.

The Supplier shall compete in a fair manner in compliance with all applicable antitrust laws and regulations and shall have standards and procedures in place to ensure that its directors and employees do not engage in any anti-competitive practices.

Zero tolerance for corruption

Glaston expects its Suppliers to have zero tolerance towards bribery and corruption. Glaston requires that the Supplier shall have standards and procedures in place to ensure that its directors, employees and third parties acting on its behalf do not offer, promise, give or accept any bribes, or make or accept improper payments (such as facilitation payments or kickbacks) to obtain new business, retain existing business, or secure any other improper advantage. The Supplier shall not provide Glaston employees with any gifts or hospitality in any situation in which said gifts or hospitality might influence, or appear to influence, employee's decision in relation to the Supplier.

Avoiding conflicts of interests

The Supplier shall avoid any situations where a conflict of interest between the Supplier and Glaston exists including interactions with a Glaston employee that could create a conflict of interest with Glaston employee's duty to act in the best interest of Glaston. The Supplier shall disclose to Glaston any potential or existing conflict of interest situation in its relationship with Glaston.

3. Human and labor rights

Glaston respects the rights stated in the Universal Declaration of Human Rights and the fundamental rights in the eight core conventions of the International Labor Organization which form the basis for Glaston's human rights commitment.

The Suppliers are expected to respect the same rights and the Supplier shall:

- comply with applicable laws regarding working hours, minimum wages, overtime, sufficient breaks and rest time, sick leave and annual holidays, as well as parental leave and mandatory benefits (e.g. social security), and have appropriate records of these in place;
- ensure that all employees are made aware of the key terms of their employment prior to commitment to work;
- not employ any workers younger than 15 years of age and protect workers of ages 15 - 17 from work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals, and establish systems to ensure fulfilment of and follow-up on these requirements;
- not use any compulsory or forced labor, and ensure that recruitment fees and associated costs are not borne by workers;
- provide equal opportunity and treatment in employment, without regard to race, color, religion, sex, political opinion, national extraction, social origin or any other similar distinction which is not based on the inherent requirements of the work;
- not tolerate any type of harassment of its employees whether direct or indirect, physical or verbal; and
- recognize and respect employees' right to organize freely and bargain collectively.

4. Health and safety

The Supplier shall provide its employees with a healthy, safe and secure workplace in compliance with all laws and regulations applicable to its operations.

The Supplier shall:

- comply with Glaston's health and safety rules when working at Glaston premises
- comply with health and safety requirements if, and to the extent, separately agreed with Glaston;
- ensure that appropriate health and safety information and equipment are provided to its employees and contractors; and
- provide employees and contractors with drinking water, clean toilets, adequate ventilation, emergency exits, proper lighting and access to first aid supplies or other provision for emergency care.

5. Environmental matters

The Supplier shall support a protective approach to environmental matters and undertake initiatives to promote greater environmental responsibility. The Supplier is encouraged to establish and implement procedures to minimize any adverse impact of its operations on the environment and to demonstrate continuous improvements therein.

The Supplier shall in its operation:

- fulfil applicable environmental requirements set forth in relevant laws, regulations and environmental permits in the jurisdiction where the Supplier operates;
- monitor, control and appropriately treat wastewater, air emissions and waste generated from its operations including, without limitation, the treatment of hazardous waste, in compliance with applicable legislation and process manufacturer's instructions; and
- consider the climate impact of its operations and aim to undertake greenhouse gas reduction measures where reasonable.

6. Reporting

The Supplier and its employees shall report of any non-compliance for suspected or known misconduct against this Supplier Code to the General Counsel of Glaston via the e-mail address compliance@glaston.net.

Glaston does not tolerate any form of retaliation against the Supplier, an employee or an individual for making a good faith report of suspected misconduct. "Good faith" means that, to the best of your knowledge and belief, everything you report is true and that you report everything you know.

Any Supplier who engages in retaliation against the employees or other individuals will be subject to sanctions, or other consequences by available means and actions. If an employee or other individual believes that you have experienced retaliation, you should report it as suspected misconduct.