

CODE OF CONDUCT

This Supplier Code of Conduct (Code) sets out the minimum standards of behaviour that Adhere Promotions expects our supply chain to meet in the areas of labour and human rights, health and safety, environment, and business integrity. By supplier, Adhere means any entity that supplies goods or services to Adhere Promotions.

Adhere is committed to protecting our clients brand by ensuring that our supply chain complies with ethical and responsible business practices. Adhere sources suppliers that can provide evidence through either an audit process by a certified organization or certification showing that their factory is using best practices commonly agreed upon in the area of social responsibility.

COMPLY WITH LAWS

Suppliers must comply with the law in the countries where they operate.

LABOUR AND HUMAN RIGHTS

We expect suppliers to respect and support the protection of human rights of workers, as well as individuals and communities affected by their activities.

Non-discrimination

Suppliers must not engage in or support discrimination in hiring and employment practices, including on grounds of gender, age, religion, ethnicity, race, cultural background, disability, physical features, marital relationship status, sexual orientation, gender identity and expression, pregnancy or potential pregnancy, family responsibilities, political beliefs, industrial activity, union membership, irrelevant criminal record, nor personal association with a person who possesses or is thought to possess any of these attributes.

Bullying, Harassment and Disciplinary Practices

Suppliers must not use violence, threats of violence or other forms of physical coercion or harassment. Corporal punishment, mental, physical or verbal abuse, sexual harassment or sexual abuse, and harsh or inhumane treatment are prohibited.

Freedom of Association

Suppliers must respect workers' freedom of association, recognise and protect their right to collective bargaining and to form, join and administer workers' organisations. Suppliers must protect against acts of interference with the establishment, function or administration of workers' organisations in accordance with applicable laws. Where the right to freedom of association and collective bargaining are restricted under the law, the company shall allow workers to freely elect their own representatives.

Wages and Benefits

Suppliers must comply with applicable laws relating to wages and benefits (including minimum wages, overtime pay, and piece rates). Suppliers must not use deductions from wages as a disciplinary measure and must pay workers in a timely manner.¹

Working Hours

Suppliers must not require workers to exceed prevailing local work hours. In line with International Labour Organisation (ILO) standards, workers shall not be required to work more than 60 hours per week (including overtime), except in extraordinary business circumstances with their consent. Employees should be allowed at least one day off per seven-day week.

Forced and Compulsory Labour

Suppliers must not use any form of forced, bonded, compulsory labour, slavery or human trafficking. Suppliers must not require workers to surrender any government issued identification, passport or work permit or other personal document as a condition of employment. Workers shall not be required to pay employers' or agents' recruitment or any other fee for their employment.

Child and Underage Labour

Child labour is strictly prohibited. The minimum age for employment or work is the higher of: 15 years of age, the minimum age for employment in the relevant country, or the age for completing compulsory education in the relevant country. This Code does not prohibit participation in workplace apprenticeship programs or light work as defined by the ILO. Children under the age of 18 shall not be employed for any hazardous work or work that is inconsistent with their individual development.

Health and safety

Suppliers must identify and comply with relevant workplace and product health and safety laws and ensure their workers understand and follow health and safety policies, standards and procedures that apply to their work.

Suppliers must provide a safe and healthy workplace and care for their workers and anyone that could be impacted by their activities by:

- taking reasonable steps to identify workplace hazards and minimise the risk of workplace injury, illness and disease for workers;
- providing appropriate equipment, resources, instruction, education and training for workers to safely carry out their duties, including personal protective equipment;

- implementing effective systems to ensure products and service delivery meet relevant standards and legislative requirements, and safety considerations are taken into account throughout the product lifecycle;
- ensuring facilities and amenities for workers (including any accommodation provided) are clean, safe and meets their basic needs. Basic needs includes providing ready access to clean toilet facilities, potable water, and where accommodation is provided, hot water for bathing, adequate heating and ventilation, reasonable personal space and reasonable permission to enter and exit facilities;
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the suppliers' business activities; and
- supporting workers to raise health and safety issues or concerns without fear of disciplinary action, dismissal or discrimination. Suppliers must have systems, training and emergency equipment in place to effectively respond to and manage incidents and emergencies.¹

Suppliers must prepare for, respond to, manage and report workplace incidents, injuries and emergencies, providing medical assistance to impacted parties as required.

ENVIRONMENTAL CONSIDERATIONS

Suppliers must minimise the adverse environmental impacts of their operations, products and services. We expect suppliers to implement an environmental management system in line with recognised standards such as ISO 14001 or EMAS.

Environmental Laws, Permits and Reporting

Suppliers shall comply with applicable environmental laws, standards and notices from regulators. Suppliers shall obtain, maintain, keep current and comply with necessary environmental permits, approvals and registrations.

Product Content

Suppliers shall deliver electrical or electronic equipment in line with relevant regulations in the regions of operation and of intended equipment use (e.g. RoHS and REACH in the European Union (EU)).

Pollution Prevention and Resource Efficiency

Suppliers must identify, monitor, minimise and treat hazardous pollutants released to air, water and soil. This includes management of wastewater such as discharges and spills entering storm drains and release of air emissions such as volatile organic compounds, chemicals with ozone depleting potential, particulates and combustion by-products.

BUSINESS INTEGRITY

Bribery and Corruption

Suppliers must comply with applicable anti-bribery and anti-corruption laws and must have adequate policies and procedures in place to monitor compliance with such laws.

Enforcement provisions

Adhere may at any time review or request up-to-date audit reports of a supplier's compliance with this Code. The supplier is expected to co-operate by providing information, documents and access to third party Auditors as requested.¹

