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The FOSS Supplier Code of Conduct

Dedicated Analytical Solutions



## The FOSS Supplier Code of Conduct

FOSS has a history of working closely with our business partners. Our procurement teams build relationships with suppliers ensuring that they provide the best value in regards to quality, delivery and costs. We collaborate with our suppliers and assist them in meeting our requirements and expectations. FOSS has always believed that being profitable and responsible go hand in hand: it is part of our philosophy, values and the way we do business. Thus, it was a natural step for FOSS to become part of the UN Global Compact, the world's largest sustainability initiative, with over 10,000 participants. As a signatory to the Compact, FOSS is committed to integrating ten principles in the areas of human rights, labour, the environment and anti-corruption into its operations. Moreover, we are committed to advance the Compact's ten principles in our sphere of influence, including the supply chain.

Our Supplier Code of Conduct outlines the expectations we have of our business partners in regards to the Compact's ten principles. FOSS believes that responsible procurement is essential to the way we do business and provides benefits not only to ourselves, but to you, our suppliers, and society at large.

## Health and Safety

All employees are entitled to a safe and healthy environment in their workplace. The supplier will ensure that training and protective equipment is provided to employees, and actions are taken to avoid accidents. Sanitary equipment, canteens and housing provided to employees shall be built and maintained in accordance with applicable legal requirements. As a minimum, the company must provide employees with drinking water, clean toilets in adequate number, adequate ventilation, emergency exits, proper lighting and access to medical care.

## Working hours

The supplier must ensure that applicable national legal requirements on working hours, including overtime, and work benefits are complied with. Workers shall be allowed at least one day off every seven days, and overtime shall be voluntary.





### **Salaries**

At a minimum, salaries should correspond with national salary legal requirements and meet employees' basic living needs. Compensation for overtime hours shall be at a higher rate than for normal working hours.

### **Child labour**

FOSS does not employ children and neither supports, encourages or endorses any form of child labour as defined by ILO Conventions on child labour. Suppliers must not employ children under the age of 15, or if local legislation sets a higher minimum working age, then the legal limit shall apply.

## Freedom of Association

Suppliers shall respect the legal right of employees to voluntarily join or form trade unions, as well as to bargain collectively in negotiations with management on key conditions of employment. Where the right to freedom of association and collective bargaining is restricted under law, the employer does not hinder the development of parallel means for free association and bargaining.

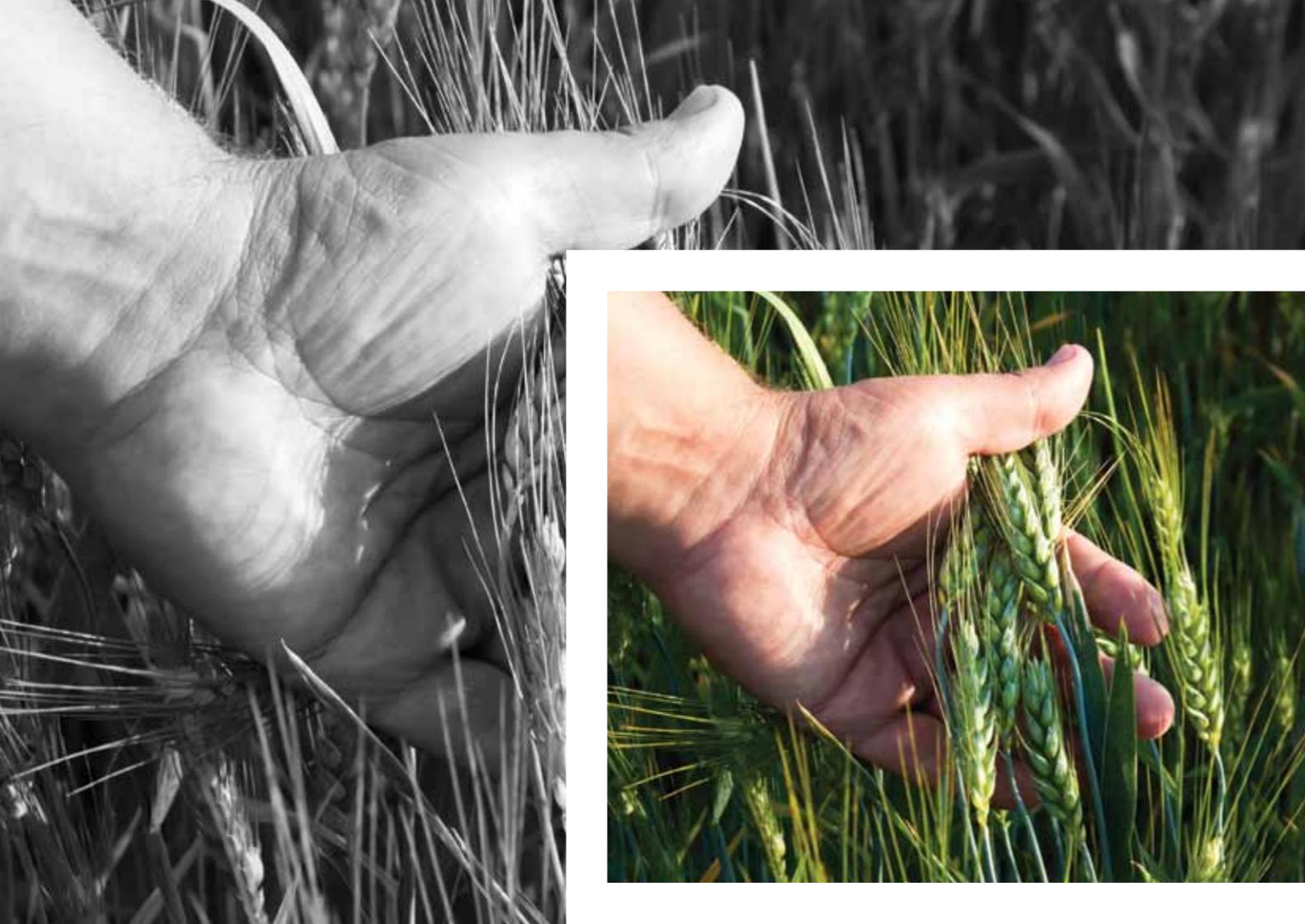
## Forced Labour

The Supplier does not use forced, bonded or compulsory labour and ensures that employees are employed voluntarily and of their own free will. No employee is forced to accept employment, work overtime or have their identification papers retained.

## Equal opportunities

The supplier ensures that employees are treated equally in regards to recruitment, advancement, job training and salary. All employees have the same opportunities regardless of gender, age, race, ethnicity, sex, religion, sexual orientation, etc. Personal privacy is respected; discrimination and verbal or psychological harassment is not tolerated.





## The Environment

We expect that our suppliers take measures to reduce their environmental impact particularly in the areas of chemicals and hazardous waste, wastewater, water and energy usage. Suppliers shall always comply with national legislation and legal requirements.

## Business Ethics

FOSS expects that suppliers will not engage in any form of bribery or corruption, including the offering, requesting, or receiving of bribes, monetary or otherwise; nor engage in unethical or fraudulent practices.

FOSS is committed to collaborate and to work with suppliers who share our belief in acting responsibly. If a supplier does not live up to our expectations, prompt action shall be taken to address any breach of our Supplier Code of Conduct. In cases where a supplier does not rectify a breach, we reserve the right to terminate the business relationship.