

# Supplier Code of Conduct

# Table of Contents

<b>3</b>	<b>Chapter 1</b> Introduction
<b>6</b>	<b>Chapter 2</b> Business Ethics
<b>8</b>	<b>Chapter 3</b> Health & Safety
<b>10</b>	<b>Chapter 4</b> Environment
<b>12</b>	<b>Chapter 5</b> Working Conditions & Employment Practices
<b>15</b>	<b>Chapter 6</b> Reporting Concerns
<b>17</b>	<b>Chapter 7</b> References

Chapter 1

# Introduction

Evident is committed to sustainable and responsible business practices. Evident has declared, in its Global Code of Conduct, that it respects internationally recognized human rights and prohibits forced labor, child labor, and illegal discriminatory practices. It's our responsibility to preserve the global environment and coexist with nature to realize a sustainable society. Evident also respects diversity and aims to create an organizational culture that is diverse, accepting, and where each person can perform at their best. Fundamental to adopting this Code is the understanding that a business, in all its activities, must operate in full compliance with the laws, rules, and regulations of the countries in which it operates.<sup>1</sup> This Code also encourages that we go beyond legal compliance, drawing upon internationally recognized standards, in order to advance social and environmental responsibility and business ethics. In alignment with the UN Guiding Principles on Business and Human Rights, the provisions in this Code are derived from and respect internationally recognized standards, including the International Labour Organization (ILO) Declaration on Fundamental Principles and Rights at Work and the UN Universal Declaration of Human Rights.

Evident's Supplier Code of Conduct (hereinafter referred to as "Code") sets forth minimum requirements for our suppliers and our designated subcontractors (hereinafter referred to as "Suppliers") to act in accordance with the principles set forth herein and in full compliance with all applicable laws and regulations.

The Supplier must implement and communicate the standards set out in this Supplier Code of Conduct along its own supply chain, in particular to its own suppliers (including service providers). This means that the Supplier shall obligate its own suppliers to act in accordance with these standards. This includes, but is not limited to, sub-suppliers conducting risk analyses and promptly informing the supplier of the identified violations and risks, as well as the measures taken in the event of suspected violations and jointly determining measures to immediately and permanently eliminate the risks of possible violations of protected goods along the supply chain.

<sup>1</sup> This Code is not intended to create new and additional third-party rights, including for workers.

Evident will consistently pursue violations of this Code and take appropriate action. As a final consequence, Evident reserves the right to terminate the business relationship. Where the standards in this Code differ from local or national laws as well as international standards, we expect our Suppliers to apply the more stringent standard. And if the standards stated herein conflict with local or national laws, as well as international standards, we encourage our suppliers to raise such conflicts with us to mutually determine the best course of action.

This Code is made up of five sections. Sections 2, 3, and 4 outline standards for Business Ethics, Health and Safety, and the Environment, respectively. Section 5 adds standards relating to Working Conditions & Employment Practices. Section 6 sets forth the elements of the complaint mechanism for reporting violations of this Code.

Chapter 2

# Business Ethics

We require our suppliers to conduct their business by adopting the highest standards of ethical behavior.

**Suppliers should:**

- › Uphold the highest standards of integrity in all business interactions as well as a zero-tolerance policy to prevent all forms of bribery, corruption, extortion, and embezzlement;
- › Adhere to applicable anti-corruption and anti-bribery laws, directives, and regulations that govern operations in the countries in which they operate;
- › Adhere to standards governing anti-trust, fair business, advertising, and other competition laws;
- › Disclose any potential or actual conflict of interest related to Evident;
- › Ensure confidentiality, anonymity, and whistleblower protection. There should be a communicated procedure that allows employees to raise concerns without fear of retaliation;
- › Perform business dealings transparently and accurately reflected on the business books and records. Information is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable and may result in immediate contract termination;
- › Respect intellectual property rights, transfer of technology and know-how, and ensure that such practices are done in a manner that protects intellectual property rights and customer and supplier information;
- › Reasonably ensure that products supplied to Evident do not contain metals derived from minerals or their derivatives originating from conflict regions that directly or indirectly finance or benefit armed groups, e.g., terrorist organizations, sanctioned organizations, rebel groups, or mercenaries;
- › Comply with applicable legal requirements for due diligence and verification systems along the supply chain for so-called conflict minerals;
- › Promote responsible sourcing within their sphere of influence by identifying and assessing potential human rights and environmental risks in the supply chain and, where appropriate, taking action to prevent or mitigate them;
- › Adhere to national and international foreign trade control laws pertaining to business transactions with countries, companies, and persons (sanctions) and the transfer of goods and services, software, or technology between countries (export controls);
- › Exercise quality and sustainability due diligence (verification, validation, audit, and review) when designing, manufacturing, and testing products;
- › Comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared and only use it for the purpose defined, in a legal, transparent, and fair manner;
- › Sharing of personal data should be limited to individuals who require access, ensuring that it is safeguarded according to security policies, stored for the necessary duration, and, if entrusted to sub-processors, with adequate protection measures.

Chapter 3

# Health & Safety

We require our suppliers to provide a safe, secure, and healthy working environment for their entire workforce. This reduces the occurrence of work-related injuries, and a safe and healthy work environment improves the quality of products and services, the continuity of production, and employee retention and morale. Ongoing worker input and education are essential in identifying and resolving health and safety issues in the workplace.

ILO Guidelines on Occupational Safety and Health were used as references in preparing the Code and may be useful sources of additional information.

### **Suppliers should:**

- › Ensure compliance with applicable laws, regulations, and Evident’s supplier requirements;
- › Commit to proactively undertake safety initiatives to protect people and assets from harm and damage;
- › Identify, assess, and mitigate potential safety hazards and implement effective health and safety management systems;
- › Ensure that safety management systems support identifying risks, measuring and monitoring performance, and driving continual improvements to mitigate or minimize health and safety risks arising from its operations (like physically demanding work or working on machinery);
- › Ensure the protection of workers by providing them with basic personal protective equipment appropriate to the nature of the work and instructing them, in the worker’s language or in a language the worker understands, on the health and safety systems and any identified workplace hazards to which the worker is exposed. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Training is provided to all workers prior to the beginning of work and regularly thereafter;
- › Identify and assess potential emergency situations and minimize their impact through implementation of emergency plans and response procedures, including reporting emergencies, notifying staff and evacuation procedures, training staff, and conducting drills;
- › Remove or reduce any workplace health and safety risks to pregnant women and nursing mothers, including those associated with their work assignments, and provide reasonable accommodations for nursing mothers;
- › Workers are to be provided with ready access to clean toilet facilities, potable water, and sanitary food preparation, storage, and/or eating facilities
- › Empower workers to report unsafe practices without fear of reprisal.

Chapter 4

# Environment

We require our suppliers to integrate environmental considerations in their operations and strive for continuous improvement to mitigate or minimize adverse impacts on the environment.

**Suppliers should:**

- › Comply with all relevant local and national environmental laws as well as international standards, obtain and maintain all required environmental permits, approvals, and registrations;
- › Develop and implement effective environmental management systems that support identifying risks, measuring and monitoring performance, and driving continual improvement to mitigate or minimize environmental impacts from its operations and across the supply chain;
- › Conserve natural resources, including water, fossil fuels, minerals, and virgin forest products, e.g., by modifying production, maintenance, and facility processes, materials substitution, re-use, conservation, recycling, or other means;
- › Identify, label, and manage chemicals, wastes, and other materials that pose a risk to people and the environment to ensure their safe handling, transport, storage, use, recycling or reuse, and disposal;
- › Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting substances, and combustion by-products generated during operations shall be characterized and identified, routinely monitored, controlled, and treated as required prior to discharge;
- › Adhere to all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal;
- › Commit to proactively undertake initiatives to protect the environment from harm and degradation associated with their operations to mitigate climate change and to conserve biodiversity.

Chapter 5

# Working Conditions & Employment Practices

We are committed to creating and sustaining a working environment where workers are treated with dignity and respect. We require our suppliers to also adopt and enforce similar workplace practices. Where local laws dictate any additional requirements, those will be applicable along with the requirements mentioned below.

### **Suppliers should:**

- › Respect and adhere to all applicable laws, regulations, and international standards, as defined in the United Nations Global Compact and ILO-Principles, related to labor practices and the protection of human rights;
- › Ensure equal treatment and be committed to a workplace free of harassment and unlawful discrimination. Companies shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information, or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Where local laws require, workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way (excluding those permitted under applicable laws). This was drafted in consideration of the ILO Discrimination (Employment and Occupation) Convention (No.111);
- › Commit to a workplace free of harassment and abuse, and do not use or permit corporal punishment or other forms of mental or physical coercion, sexual harassment, or abuse, nor execute threats of such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to employees;
- › Establish fair disciplinary, grievance, and termination procedures;
- › Not employ workers below the age of 15 years or under the local legal minimum age, whichever is more stringent;
- › Ensure that employees, including trainees, under the age of 18 do not undertake night-shift work or work overtime (excluding those permitted under applicable laws) or carry out work that is dangerous or harmful to their physical or mental development;
- › Not use or benefit from any kind of forced or involuntary labor and prohibit the use of recruitment fees, deposits, including by recruitment agencies, or other practices that may prevent employees from freely terminating their employment;
- › Take extra precautions to respect the rights and wellbeing of migrant workers whose rights may be at risk or who may lack access to basic public services;
- › Respect the rights of their employees to associate freely, join or not join trade unions and/or works councils, and bargain collectively in accordance with national laws and international conventions;

- › Ensure employment terms are clearly understood by workers and are explained verbally or provided in a written contract in a language they understand, as per local regulations and aligned to the provisions of this Code as a minimum;
- › Comply with appropriate working hour requirements including overtime, breaks, and rest periods – as established by national law, relevant collective agreements, and international standards. Workers shall be allowed, in principle, at least one day off every seven days;
- › Comply with relevant national laws, industry standards, and international standards regarding minimum wages, overtime wages, and legally mandated (social-)benefits;
- › Ensure collection and further processing of employees' personal data are done in compliance with the applicable data privacy legislation.

Chapter 6

# Reporting Concerns

To learn of (possible) violations of the requirements set forth in this Code, Evident maintains a complaint mechanism.

We also welcome concerns from anyone within or outside of Evident if they suspect or know of any potential or actual violations of this Code. We do not tolerate retaliation against persons who make reports in good faith.

Evident provides a reporting system, which is available to all employees, business partners, and other third parties, who wish to report a concern to us. The Evident Integrity Helpline is managed by Convercent (OneTrust), a third-party company who is independent from Evident. This Evident Integrity Helpline can be used at any time—24 hours a day, 7 days a week, and 365 days a year—and can be accessed online or over the phone. You may be able to remain anonymous when making a report, to the extent possible by local law. Your Integrity Helpline call or website inquiry cannot be traced.

Reporting a concern online—please visit **<https://integrityhelpline.evidentscientific.com>**

Reporting a concern by phone—please refer to **<https://integrityhelpline.evidentscientific.com>** for toll free numbers for your country.

Chapter 7

# References

The following standards were used in preparing this Code and may be useful sources of additional information. The following standards may or may not be endorsed by each Supplier.

**Dodd-Frank Wall Street Reform and Consumer Protection Act**

[www.sec.gov/about/laws/wallstreetreform-cpa.pdf](http://www.sec.gov/about/laws/wallstreetreform-cpa.pdf)

**Eco Management & Audit System**

[ec.europa.eu/environment/emas/index\\_en.htm](http://ec.europa.eu/environment/emas/index_en.htm)

**Ethical Trading Initiative**

[www.ethicaltrade.org](http://www.ethicaltrade.org)

**ILO Code of Practice in Safety and Health**

[www.ilo.org/global/topics/safety-and-health-at-work/normative-instruments/code-of-practice/lang--en/index.htm](http://www.ilo.org/global/topics/safety-and-health-at-work/normative-instruments/code-of-practice/lang--en/index.htm)

**ILO International Labor Standards**

[www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm](http://www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm)

**ISO 14001**

[www.iso.org](http://www.iso.org)

**National Fire Protection Association**

[www.nfpa.org](http://www.nfpa.org)

**OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict Affected and High-Risk Areas**

[www.oecd.org/daf/inv/mne/OECD-Due-Diligence-Guidance-Minerals-Edition3.pdf](http://www.oecd.org/daf/inv/mne/OECD-Due-Diligence-Guidance-Minerals-Edition3.pdf)

**OECD Guidelines for Multinational Enterprises**

[www.oecd.org/investment/mne/1903291.pdf](http://www.oecd.org/investment/mne/1903291.pdf)

**Universal Declaration of Human Rights**

[www.un.org/en/about-us/universal-declaration-of-human-rights](http://www.un.org/en/about-us/universal-declaration-of-human-rights)

**United Nations Convention Against Corruption**

[www.unodc.org/unodc/en/treaties/CAC](http://www.unodc.org/unodc/en/treaties/CAC)

**United Nations Convention on the Rights of the Child**

[www.ohchr.org/en/professionalinterest/pages/crc.aspx](http://www.ohchr.org/en/professionalinterest/pages/crc.aspx)

**United Nations Convention on the Elimination of All Forms of Discrimination Against Women**

[www.ohchr.org/EN/ProfessionalInterest/Pages/CEDAW.aspx](http://www.ohchr.org/EN/ProfessionalInterest/Pages/CEDAW.aspx)

**United Nations Global Compact**

[www.unglobalcompact.org](http://www.unglobalcompact.org)

**United States Federal Acquisition Regulation**

[www.acquisition.gov/far](http://www.acquisition.gov/far)

**SA 8000**

[sa-intl.org/programs/sa8000](http://sa-intl.org/programs/sa8000)

**Social Accountability International (SAI)**

[www.sa-intl.org](http://www.sa-intl.org)

**Responsible Business Alliance (RBA)**

[www.responsiblebusiness.org/code-standards-and-accountability](http://www.responsiblebusiness.org/code-standards-and-accountability)

**EVIDENT**