

# HERITAGE B

## Supplier Code of Business Conduct

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### ANNEX 3

#### SUPPLIER CODE OF CONDUCT

The objective of the Supplier Code of Conduct is to make Suppliers fully aware of the general values and principles that need to be observed while carrying out their work and professional activity.

#### 1. Legality

Suppliers to respect and to act in accordance with their applicable laws and regulations.

#### 2. Labour & Human Rights

Supplier shall respect the principles of the Universal Declaration of Human Rights and the conventions on which it is developed, as well as the recommendations of the International Labour Organisation with regard to the rights of workers in carrying out their activities.

Promote and respect, amongst others, the following principles:

- ✓ To guarantee the non-existence of all forms of child labour.
- ✓ Comply with all laws, regulations and international, national and local declarations with regard to the minimum age for employment.
- ✓ Guarantee the non-existence of any form of forced or coerced labour.
- ✓ Not to expose employees to any physical or verbal abuse or any other form of intimidation.
- ✓ To integrate criteria of equal opportunities and non-discrimination, carrying out the selection, promotion, access to training and any other practice related to the management of people on the basis of professional merit and objective evaluations.
- ✓ Not to allow any type of discrimination because of ethnic or cultural origin, sex, gender identity, sexual orientation, disability, nationality, religion, age, social origin or ideology, among others.
- ✓ To respect the maximum working hours, minimum wages established by law and agreements applicable to the Supplier.
- ✓ To guarantee that as an employer it carries out the work in a safe and healthy working environment and in accordance with the applicable legislation and applicable agreements on occupational health and safety.

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- ✓ Supplier shall adopt preventive measures that minimize the risk of its activities, to train its employees in matters of occupational health, safety and well-being, by ensuring their safety by performing the activities.
- ✓ Respect and promote human rights, freedoms and rights of vulnerable groups.
- ✓ Guarantee freedom of association and collective bargaining without any type of penalty
- ✓ To know its own suppliers, carrying out due diligence to guarantee the integrity of the supply chain.

#### **3. Business Integrity**

- ✓ Suppliers to promote honesty and integrity in its business conduct.
- ✓ Not to pay or accept gifts (with the exception of gifts of symbolic value that are line with customary courtesy), bribes, loans, arrange or accept kickbacks or compensations to employees of the Purchaser neither participate in illegal inducements in business or government relationships.
- ✓ Not to carry any irregular business practices, including those involving price manipulation or other practices that go against free competition.
- ✓ Suppliers to sufficiently train their employees in these matters.

#### **4. Confidentiality**

- ✓ Suppliers to comply and not to disclose or improperly use internal confidential.
- ✓ Suppliers to respect and comply with confidentiality provisions/non disclosure agreements.

#### **5. Avoiding money laundering and business with denied or sanctioned parties**

- ✓ Suppliers to comply with the legal regulations concerning the prevention of money laundering.
- ✓ Supervision against corruption in order to prevent and detect activities such as fraud, money laundering and embezzlement.
- ✓ Commitment towards responsible procurement in its processes for the supply of goods and/or services.
- ✓ Not to allow any kind of bribery to authorities or other third parties, nor to carry out any type of action that could result in obtaining an illicit benefit for itself, for third parties or for the Purchaser`s Group, not to unduly influence, commercial, administrative or professional relations and/or decisions with other public or private entities.

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- ✓ Suppliers to desist from all activities with sanctioned or restricted parties and to observe international and national laws and treaties related to sanctions and embargoes. 6. Environmental policy

#### 6. Environment

- ✓ Supplier to perform activities in a sustainable way in compliance with the applicable regulations.
- ✓ Supplier to work on preventive measures to minimize pollution, waste, water contamination, efficient energy use.
- ✓ Supplier to avoid situations that have or could have negative impacts on the environment and/or the people's health.

#### 7. Compliance by Sub-contractors

- ✓ Supplier to ensure that subcontractors adhere to these requirements and ensures that subcontractors meet at least all these standards, values and principles.

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