

# SUPPLIER CODE OF CONDUCT

This Supplier Code of Conduct is part of The Synthomer Way of doing business. It reflects how we work together and with our stakeholders. It exemplifies our beliefs and values of a diverse and open culture, and working in a responsible and sustainable manner. It is a policy document written for and from our suppliers' perspective that expands upon our Code of Conduct, our Core Values and Sustainable Procurement Policy and Strategy. Synthomer will only do business with responsible suppliers who adhere to this Supplier Code of Conduct or its own codes or policies setting equivalent standards.

This Supplier Code of Conduct has been put in place as a practical guide to inform and help our suppliers protect our reputation and uphold our values which, in turn, will also help to protect the reputation of our suppliers. If you are unsure on how an aspect applies to you, then please seek help by raising your concern with your Synthomer business contact.



## People

Synthomer is fully committed to ensuring the fair, courteous and respectful treatment of its employees and all of its stakeholders, and we expect our suppliers to do the same.

### As a Synthomer supplier, you must:

- ✓ Be committed to maintaining an inclusive workplace free of harassment and discrimination based on a person's status such as race, age, gender, sexual orientation, disability, religion or any other factor protected by law.
- ✓ Not tolerate sexual harassment, intimidation, hostile or offensive behaviour in the workplace and prevent hostile or intimidating behaviour and report any instances of abuse in the workplace at Synthomer's sites.
- ✓ Ensure each employee's presence is voluntary. This specifically prohibits all forms of prison labour, indentured labour, slave labour, or other forms of compulsory labour or human trafficking. Supplier must not engage in or condone the unlawful employment or exploitation of children in the workplace.
- ✓ Recognise the freedom of employees to establish or join an organisation of their own choice, and not to refrain workers from joining such organisations and to bargain collectively.
- ✓ Work towards meeting the expectations placed on business to respect the United Nations Guiding Principles on Business and Human Rights.



## Safety, Health and Environment

Synthomer manufactures speciality chemicals using large-scale, complex manufacturing processes, consuming hazardous raw materials. As a result, we adhere to the highest safety, health and environmental standards across the business, and we expect our suppliers to do the same.

### As a Synthomer supplier, you must:

- ✓ Always adhere to and follow Synthomer's SHE Principles and 10 Golden Rules when on Synthomer's sites.
- ✓ Commit to the highest health and safety standards.
- ✓ Work effectively with Synthomer and/or local regulators to ensure legal compliance with all health and safety regulations.
- ✓ Assist Synthomer in minimising its environmental impacts created by our activities and reduce the consumption of resources.



## Business

Synthomer requires our suppliers to abide by all applicable local, regional, and international laws, regulations, and standards in the markets where they operate. As a result, we must select suppliers that we work with very carefully to ensure that they share in our commitment to do business legally and ethically.

### As a Synthomer supplier, you must:

- ✓ Not engage in any form of corruption, tax evasion or bribery.
- ✓ Not engage in anti-competitive practices such as price fixing, market allocation or abuse of a dominant position.
- ✓ Only use Synthomer property and information for business purposes and protect the secrecy of Synthomer information that is confidential and/or commercially sensitive and only disclose it where authorised to do so and in an appropriate manner.
- ✓ Ensure that you do not have business dealings with organisations, individuals or countries that are subject to sanctions.



## Audit and Termination of Agreements

From time to time, Synthomer may request access to our supplier's facilities to audit compliance with this Supplier Code of Conduct. If suppliers do not comply with this Supplier Code of Conduct, Synthomer may require suppliers to implement a corrective action plan to remedy any non-compliance. If such non-compliance cannot be remedied, or in instances of material or persistent non-compliances, Synthomer may terminate the business relationship.

This Supplier Code of Conduct is in addition to the supplier's obligations as set out in any written agreements between Synthomer and the Supplier (including those set out in Synthomer's standard terms and conditions of purchase available at [www.synthomer.com/tc](http://www.synthomer.com/tc), to the extent they apply).