

<b>Part 1 Policy and Strategy</b>		
<i>Section</i>	Vision , Mission and Strategy	
<i>Number of procedure</i>	BES 008	Date 27-9-22
<i>Name of procedure</i>	Global Supplier Code of Conduct ALT	Revision number 1
<i>Reason for change</i>	New	



## Global Supplier Code of Conduct ALT Technologies

At ALT Technologies, we believe acting ethically and responsibly is not only the right thing to do, but also the right thing to do for our business. Our Global Supplier Code of Conduct (“Supplier Code”) sets out our expectations for suppliers in the areas of business integrity and anticorruption; labor practices; health, Welfare and safety, and environmental management.

All suppliers, vendors, contractors, consultants, agents and other providers of goods and services who do business with or on behalf of ALT Technologies (“suppliers”) are expected to follow the Supplier Code and all other relevant policies as a condition of doing business with ALT Technologies and its affiliates.

Suppliers are also expected to communicate and apply the Supplier Code and relevant policies throughout their own supply chain.

### Business Conduct Principles

ALT Technologies expects its suppliers to conduct business responsibility, with integrity, honesty, and transparency, and to adhere to the following principles:

- 1. Maintain awareness of and comply with all applicable laws and regulations of the countries of their operation.**
- 2. Maintain the confidentiality of information, Data protection and Intellectual Property of all ALT Technologies’ and its partners.**

Suppliers must take all reasonable and necessary precautions to safeguard ALT Technologies’ and its partners’ information to which it has access, including not disclosing information to anyone, inside or outside of ALT Technologies, unless disclosure is properly authorized, in connection with a clearly defined legitimate business need (i.e., shared only on a need-to-know basis), and subject to a written confidentiality agreement.

ALT Technologies requires their suppliers to comply with all applicable laws concerning data protection, ensuring that any confidential business information or trade secrets gained by virtue of the business activities is maintained confidential and will not be improperly used or disclosed to third parties. ALT Technologies will not accept Counterfeit parts s.a. unauthorised copies, substitutes, etc. which are not from the original or authorised manufacturer.

ALT Technologies requires Privacy to be ensured as an individual’s right to make their

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decisions about who can process their data and for what purpose.

ALT Technologies requires their supplier's to show financial responsibility to accurately and transparently record maintain and report on company's financial activity

ALT Technologies requires their suppliers Disclosure of information as it is the company's duty to publicly disclose information. This includes information regarding labor force, Health and Safety practices.

### **3. Compete fairly for ALT Technologies' business and conduct all such business on behalf of ALT Technologies in a lawful manner.**

ALT Technologies is committed to conducting business legally and ethically within the framework of a free enterprise system and strictly prohibits corrupt arrangements with customers, suppliers, government officials, or other third parties. As such, ALT Technologies prohibits its suppliers from engaging in any form of public sector or commercial bribery. Under no circumstances may a supplier acting on behalf of ALT Technologies promise or provide anything of value directly or indirectly to a government official, or to any person or entity in the private or commercial sector, if the payment is intended to induce the recipient to misuse his or her position to obtain or retain an unfair business advantage or personal benefit. Consistent with these principles, suppliers acting on behalf of ALT Technologies must comply with the U.S. Foreign Corrupt Practices Act, and any applicable local anticorruption laws.

### **4. Encourage a diverse workforce and provide a workplace free from discrimination, harassment or any other form of abuse.**

ALT Technologies suppliers shall create a work environment in which employees and business partners feel valued and respected for their contributions. Harassment, including unwelcome verbal, visual, physical, or other conduct of any kind that creates an intimidating, offensive or hostile work environment will not be tolerated. Employment decisions must be based on qualifications, skills, performance, and experience.

### **5. Treat employees fairly, including with respect to wages, working hours and benefits.**

ALT Technologies suppliers shall comply with all applicable wage, working hours, and benefits laws and regulatory requirements. Suppliers should also strive to meet international standards for working; work weeks of no more than 48 regularly scheduled work hours and 12 voluntary overtime hours, (ii) overtime hours compensated at a premium rate, (iii) workers, provided one day of rest every 7 days, except in emergencies or unusual situations, and (iv) no working more than 21 consecutive days without a rest day. Where a supplier's practices do not meet such international standards, the supplier should identify the root causes and work to improve its practices.

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## **6. Prohibit all forms of forced or compulsory labor.**

ALT Technologies suppliers shall maintain and promote fundamental human rights including freedom of movement of workers. Employment decisions must be based on free choice and there can be no coerced or prison labour, and no use of physical punishment or threats of violence or other forms of physical, sexual, psychological, or verbal abuse as a method of discipline or control. Employment contracts must clearly state the terms of employment and must not restrict worker movement through the retention of identity papers, holding of deposits, or other actions aimed to prevent worker termination of their employment.

## **7. Prohibit use of child labour.**

Suppliers shall adhere to the minimum employment age limit defined by national law or regulation and comply with relevant International Labour Organization (ILO) standards. In addition, ALT Technologies prohibits the hiring of individuals under the age of the local legal minimum working age, or the compulsory schooling age, whichever is higher. In no instance shall a supplier permit children to perform work that exposes them to undue physical risks that can harm their physical, mental, or emotional development or improperly interfere with their education or vocational needs.

## **8. Respect employees' rights to freedom of association and collective bargaining.**

Consistent with applicable law, ALT Technologies suppliers shall respect employees' rights to join associations and worker organizations.

## **9. Provide safe and healthy working conditions.**

ALT Technologies suppliers shall proactively manage health and safety risks to provide an incident-free environment where occupational injuries and illnesses are prevented. Suppliers must implement management systems and controls that identify hazards and assess, and control risk related to their specific industry. In addition, suppliers shall provide access to safe drinking water, sanitation and hygiene, including adequate restrooms and handwashing facilities; fire exits and essential fire safety equipment; emergency aid kits; and access to emergency response services including environmental, fire and medical.

## **10. Carry out operations with care for the environment and comply with all applicable environmental laws and regulations.**

The potential environmental impacts of daily business decision-making processes should be considered along with opportunities for conservation of natural resources, source reduction, material recycling, and pollution control to ensure cleaner air and water and reduction of landfill wastes.

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ALT Technologies requires suppliers to have Management systems in place regarding Waste, Chemicals, Hazardous and Restricted Substances (s.a. REACH/RoHS and MSDS), Carbon Footprint (“Green House Gas Emissions”), Air, Energy, Water, Wastewater, Packaging and encourages its suppliers to identify, set targets and implement action plans for reducing environmental impacts in the mentioned areas of water, wastewater, Air, energy, greenhouse gas emissions, waste and packaging.

**11. Maintain accurate financial books and business records in accordance with all applicable legal and regulatory requirements and accepted accounting practices, including with respect to all invoices submitted to ALT Technologies for payment or reimbursement.**

**12. Deliver products and services meeting applicable quality.**

ALT Technologies is committed to producing high quality and safe products across all our product lines. Suppliers involved in any aspect of developing, handling, manufacturing, packaging, transporting, or storing our products are expected to:

- Know and comply with the product quality standards, policies, specifications, and procedures that apply to the products produced at your location
- Follow and adhere to good manufacturing practices and testing protocols
- Comply with all applicable federal, state, and local safety laws and regulations
- Report issues immediately to ALT Technologies that could negatively affect the quality or public perception of any ALT Technologies product

**13. Support compliance with the Supplier Code by establishing appropriate management processes and cooperating with reasonable assessment processes requested by ALT Technologies.**

To conduct business with ALT Technologies, suppliers must enter into contracts and execute purchase orders that mandate compliance with the Supplier Code. With prior notice, ALT Technologies may conduct reasonable audits to verify Supplier’s compliance with the Supplier Code.

**14. Observe ALT Technologies’ policies regarding gifts and entertainment and conflicts of interest when dealing with ALT Technologies employees.**

ALT Technologies suppliers, or anyone acting on ALT Technologies’ behalf, are prohibited from providing or offering gifts to ALT Technologies employees that could inappropriately influence ALT Technologies’ business decisions or gain an unfair advantage.

**15. Ensure that all land acquisitions (including leasing and utilization) meet International Finance Corporation (IFC) Performance Standards, including Free, Prior and Informed Consent.**

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## 16. Report suspected violations of the Code.

ALT Technologies expects that suppliers have an effective Grievance Management system in place s.a. Whistleblowing and “Protection against Retaliation”, for grievances raised by workers within their operations or by third parties, which elevate potential violations to management in line with the UN Guiding Principles. Supplier’s employees or contractors may also report suspected violations of this Code to the ALT Technologies.

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