

Supplier Code of Conduct

January 2020

AIK IT Digital s. r. o.

Kouřimská 2350/3, Praha 3, 130 00, Czech Republic

Supplier Code of Conduct

1 Purpose

AIK IT Digital s. r. o. (hereinafter referred to as “AIKIT”) recognises the importance of building and maintaining strong partnerships with our Suppliers. Core to this relationship is an expectation that Suppliers hold a joint commitment to conduct business with integrity, honesty and in compliance with the law. Our Supplier Code of Conduct is underpinned by our corporate values and our Sustainability Framework.

AIKIT expects that as providers of products or services, all Suppliers will demonstrate and uphold our values, respect the rights of all people and uphold human rights in their business operations.

2 Scope

This Supplier Code of Conduct (“Code”) applies to the supply of any goods and services to AIKIT and its associated entities.

In this Code “Supplier” means any third-party organisation or individual directly or indirectly engaged by AIKIT including any representatives or agents appointed to act on behalf of AIKIT.

The Code of Conduct is intended to promote Suppliers to comply with the letter as well as the spirit of the applicable laws and governing jurisdictions, it is not intended to be an exhaustive list of all requirements to be followed by Suppliers.

In the event of a conflict between this Code and any Act, Legislation, Law, Rule or Regulation, the highest standard will prevail. The principles outlined in this Code apply to all Suppliers, regardless of the geographical location of their operations or whether they are engaged in the supply of goods or services.

The Code will be incorporated into the terms of engagement or referenced in the terms and conditions of contract that are issued by AIKIT to engage a Supplier for the provision of goods or services. It is also available as a downloadable link via AIKIT website

3 Statement

The Supplier Code of Conduct sets out AIKIT’s expectations of Suppliers to comply with relevant Laws including but not limited to those governing consumer protection, environment, social, anti-competition, human rights, modern slavery and health, safety and welfare laws.

Suppliers are expected to demonstrate values that set excellence and best practice in accountability. These include promoting human rights consistent with the international Bill of Rights including:

- The United Nations Guiding Principles on Business and Human Rights; and
- The International Covenant on Economic Social and Cultural Rights.

AIKIT expects its Suppliers to comply with this Code and in turn to apply an equivalent expectation on their own operations, services and supply chains. Where a Supplier becomes aware of a breach of this Code, they must notify AIKIT immediately and take the necessary steps to rectify the problem.

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In entering into a contract to supply products or services to AIKIT, a Supplier is acknowledging these obligations and warranting that to the best of their knowledge there are no material breaches in meeting their obligations and expectations set out in this Code.

Suppliers will develop and maintain a process to identify employment and human rights, health and safety, environmental, business ethics, and legal compliance risks associated with their operations, determine the relative significance of each risk, and implement appropriate procedures and controls to minimise the identified risks.

As may be requested by AIKIT, a Supplier will be required to permit AIKIT's nominated representatives to periodically evaluate a Suppliers facilities and operations, and those of the Suppliers subcontractors, to the extent they are providing goods or services to us. Suppliers are required to maintain appropriate documents and records to ensure regulatory compliance.

AIKIT reserve the right to require an annual declaration of compliance from a Supplier and to further request evidence of the measures that have been taken to identify and address human rights issues that are directly linked to their operations, products or services.

It is an expectation that the Suppliers will contact AIKIT immediately where they become aware of any breach of this Code.

4 Principles

4.1 Anti-Bribery/Corruption

AIKIT does not tolerate corruption or bribery in any form and we expect our Suppliers to comply with all applicable laws and regulations relating to anti-corruption and anti-money laundering.

Suppliers must never directly or indirectly give, offer, or accept anything of value to obtain or retain business or favoured treatment to influence actions or to obtain an improper advantage for AIKIT, itself or any other third party. This includes any inducement of any kind to any:

- AIKIT employee;
- Principal or sub-contractor associated with the supply of the product or services; and
- Any other stakeholder, tenant or associate of AIKIT.

4.2 Governance

Suppliers will maintain sound management systems to identify and mitigate operational risks, and facilitate continuous improvement. A Supplier is expected to have (or to develop) a company statement affirming its commitment to high standards of social and environmental responsibility, ethical conduct, and continuous improvement and to undertake business in an ethical and honest manner avoiding engaging in any anti-competitive conduct or deceptive trade practice including:

- Collusion with other tenderers or agents to fix prices;
- Disclosure of any sensitive information (including, but not limited to price, cost, or performance data) with any AIKIT competitors or competitors of the Supplier;

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- Abuse of market position or exclusivity whether for the benefit of the Supplier or others;
- Engaging in predatory or discriminatory pricing practices;
- Conditioning any sale or provision of a product or service with that of another product or service;
- Misrepresentation.

4.3 Data Privacy and Information Security

Suppliers must follow all applicable data protection, privacy and information security laws and additionally:

- Respect and Protect the privacy of individuals (including, without limitation, AIKIT and its employees);
- Only collect personal information for business related purposes in connection with the specific services being provided to AIKIT;
- Retain personal information only for as long as necessary to fulfil the business-related purposes in connection with the services being provided to AIKIT;
- Only disclose personal information to a third party where required in order to provide services to AIKIT or as may be required by Laws;
- Collect, use, maintain, disclose (internally and externally), and destroy personal information in a manner that limits the risk of loss, theft, misuse, or unauthorised access;
- Respect intellectual property rights and not knowingly infringe the intellectual property rights of any third party; and
- Advise AIKIT immediately where the vendor becomes aware that a breach has occurred with the GDPR (General Data Protection Regulations).

4.4 Conflict of Interest

Suppliers must:

- Avoid all conflicts of interest or situations giving the appearance of a conflict of interest when doing business with AIKIT; and
- Promptly report to AIKIT any instances involving actual or apparent conflicts of interest between the Supplier's interest and those of AIKIT.

4.5 Labour and Modern Slavery

Suppliers are responsible for respecting and promoting human rights in their operations products or services. Suppliers must follow the applicable laws in the countries in which they operate.

“Modern Slavery” includes the crimes of human trafficking, slavery and slavery like practices such as servitude, forced labour, forced or servile marriage, the sale and exploitation of children, and debt bondage.

AIKIT requires Suppliers to consider the risks of Modern Slavery practices in their operations and supply chains and identify these where they are found to exist.

These obligations apply to all workers, including, without limitation, temporary, migrant, student, contract, direct employees, and any other type of worker of the Supplier.

In respect to conditions or employment, in addition to any other obligations, Suppliers must comply with the following specific AIKIT requirements:

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4.5.1 Child Labour

- not engage in or condone the unlawful employment or exploitation of children in the workplace.
- be committed to combating the exploitation of children, and therefore prohibit any use of child labour with any vendor, Supplier or other third-party arrangements.
- cooperate with law enforcement authorities to address any such instances of Child labour that the Supplier becomes aware of.

4.5.2 Human Trafficking, Slavery and the Right to Voluntary Labour

- respect the free choice of all persons and strictly prohibit forced or compulsory labour for any employees.
- not conduct business with, tolerate, or associate with organisations or entities that condone or are engaged in the practice of coercing or imposing work with little or no freedom of choice.
- comply with the UN Guiding Principles on Business and Human Rights, and work to raise awareness within its employee population of the Supplier's responsibility to protect human rights.

4.5.3 Freedom Against Prejudice and Discrimination

- maintain an inclusive workplace free of harassment and discrimination based on a person's status race, colour, religion, national origin, gender, sexual orientation, gender identity, age, disability, veteran or military status or other characteristics protected by Law.
- ensure that it has requisite policies and practices in place to foster a harassment and retaliation free environment.

4.5.4 Safe and Secure Workplace

- provide a safe and secure workplace for all of its employees, customers, and visitors.
- not tolerate physical violence and threats, corporal punishment, mental coercion, verbal abuse or sexual harassment within its operations, supplies or services.

4.5.5 Working Hours and Wages

- commit to be an ethical employer that strives to improve labour standards, respects its employees' contributions, and rewards them fairly. Suppliers will:
 - comply with all Laws dealing with the appropriate payment of wages to employees in line with the prevailing rates (and at least the minimum wage) required by applicable laws and regulations and including all required benefits.
 - compensate employees for the hours they work including appropriate payment for hours of overtime worked.
- as appropriate, a Supplier's policy will be further defined at the regional and country level to prevent the exploitation of the local workforce.

4.5.6 Freedom of Association

- respect the rights of employees and comply with all Laws concerning freedom of association and collective bargaining.

4.6 Health and Safety

Suppliers must comply with all health, safety, and security laws of the jurisdictions in which it does business and limit worker exposure to potential safety hazards.

Suppliers are expected to provide employees with proper personal protective equipment at no cost to the employee and to further ensure proper maintenance of the equipment. Employees must be free to raise safety concerns without fear of retaliation in any form. Suppliers will record, track and report all occupational injuries and illnesses as required by applicable Laws.

4.7 Environment and Sustainability

AIKIT expects that Suppliers are committed to reducing negative environmental impacts associated with their business operations and, in providing goods and services to AIKIT, will support AIKIT's commitments to align with best practice including:

- Setting environmental targets, maintaining policies and actively identifying measuring and reducing significant environmental impacts.
- encouraging the use of environmentally friendly technologies and practices and the reduction of negative environmental impacts throughout their supply chain.

4.8 Diversity & Inclusion

AIKIT is committed to being a diverse and inclusive company as well as promoting greater diversity and equality within our supply chain. For AIKIT diversity means difference in all its forms both visible and non-visible and including age, gender, religion, disability, cultural background and sexual orientation.

AIKIT expect that suppliers will, as a minimum comply with all applicable laws governing the employment, equal opportunity and non-discrimination rights of their workforce.

AIKIT will show preference to the selection of suppliers who have publicly committed to and can demonstrate positive promotion of non-discriminatory practices that are demonstrated within their published work force data.

5 AIKIT Compliance Verification

Where requested in writing a Supplier will permit AIKIT's representatives to assess their compliance with this Code. Such assessments may include, without limitation, the issuing and review of questionnaires and surveys; on-site inspection of the Supplier's facilities; and the review of related Supplier information, including books, records, certifications, permits, and other documentation evidencing Supplier's compliance with this Code.

AIKIT is committed to supporting its Suppliers, including working together to improve the Supplier's ability to meet these expectations. AIKIT welcomes and encourages open, honest discussions where a Supplier identifies that they may not be able to fully adhere to the code. AIKIT will work collaboratively and engage in the opportunity to explore solutions to these challenges.

6 Contact Information

If you have any concerns about actions or decisions made that go against the principles and standards set out in the Code of Conduct then please inform your contact at AIKIT.

If for any reason you feel unable to raise your concern with your AIKIT contact then please contact info@aikit.cz