

**SUPPLIER CODE OF CONDUCT**

**1.0 OVERVIEW**

- 1.1 The Narmco Group of Companies is committed to the highest standards of ethics and business conduct. As stated in our Code of Ethics, employees must comply with the law, honour their commitments, act in good faith, uphold The Narmco Group of Companies values, communicate openly and effectively, and hold themselves accountable.
- 1.2 Our suppliers are critical to our success and, in order to provide superior products and services in a responsible manner, we require you to meet our expectations for ethics and compliance.
- 1.3 This Supplier Code of Conduct sets forth The Narmco Group of Companies expectations for each of our product and service suppliers, and aligns with the expectations we maintain for our own management, employees and representatives. The Narmco Group of Companies understands and expects that our product and service suppliers will have their own internal codes of ethics and conduct. This Code is not intended to be an exhaustive list of all ethical and business conduct requirements to be followed by suppliers.
- 1.4 You are responsible for ensuring that your employees, representatives, and business partners understand and comply with the expectations set forth in this Code.
- 1.5 General Disclaimer: The expectations set forth in this Code are not intended to conflict with or modify the general terms and conditions of your contracts with any of the Narmco Group of Companies. If a contract requirement is more restrictive than this Code, you must comply with the more restrictive contract requirement.

**2.0 COMPLIANCE WITH LAWS**

- 2.1 At a minimum, you must maintain full compliance with all laws and regulations applicable to the operation of your business and your relationship with The Narmco Group of Companies

**3.0 QUALITY & ENVIRONMENTAL HEALTH AND SAFETY**

3.1 Your products and services must be designed, produced, and delivered with the paramount consideration being the safety and health of your employees and consumers. You must have in place quality assurance processes to detect, communicate to The Narmco Group of Companies and correct defects to ensure delivery of products and services that meet or exceed contractual quality and legal and regulatory requirements. All required inspection and testing operations must be completed properly by appropriately authorized and qualified individuals, and any required certifications must be completed accurately. You must not only comply with all applicable environmental, health and safety laws, regulations and directives, but also conduct your operations in a manner that safeguards the environment, minimizes waste, emissions, energy consumption, and the use of materials of concern. You must also assure safe and healthy work environments for your employees and business invitees.

**4.0 COMPETITION ON THE MERITS AND FAIR PLAY**

4.1 You must compete strictly on the basis of the merits of your products and services. You must not pay a bribe in any amount, to anyone, anywhere, for any reason whatsoever, whether on The Narmco Group of Companies behalf, your behalf, or on behalf of others. Accordingly, you must never offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to forego their duties and provide unfair business advantage to The Narmco Group of Companies, you, or others. This includes facilitating payments.

4.2 You must not engage in any anti-competitive conduct for any reason whatsoever, whether on The Narmco Group of Companies behalf, your behalf, or on behalf of others. Accordingly, you must never rig bids, fix prices, or allocate customers or markets, or exchange The Narmco Group of Companies or your competitively sensitive information with Narmco’s competitors or your competitors. You must also refrain from abusing your market power, whether for your benefit or for the benefit of others, by refusing to deal, engaging in predatory or discriminatory pricing practices, conditioning the sale or provision of a particular product or service with that of another product or service, or undertaking similar abusive tactics.

4.3 You must not engage in other deceptive or unfair market practices, whether on The Narmco Group of Companies behalf, your behalf, or on behalf of others.

Accordingly, you must never make misrepresentations regarding your products or services, or the products or services of others.

**5.0 CONFLICT OF INTEREST**

5.1 You must avoid all conflicts of interest or situations giving the appearance of a conflict of interest in your dealings with The Narmco Group of Companies. You must report to Narmco any instances involving actual or apparent conflicts of interest between your interests and those of Narmco, such as when one of your employees has a personal relationship with a Narmco employee who can make decisions impacting your business, or when a Narmco employee has an ownership or financial interest in your business.

**6.0 INFORMATION PROTECTION**

6.1 You must respect the legitimate proprietary rights and intellectual property rights of Narmco and others. You must take proper care to protect sensitive information, including confidential, proprietary and personal information. You should not use such information for any purpose other than the business purpose for which it was provided, unless the owner of the information provided prior authorization.

**7.0 ACCURACY OF RECORDS AND SUBMISSIONS**

7.1 You must maintain books and records that accurately and completely reflect all transactions related to Narmco business and each of your submissions to Narmco must be accurate and complete. You must never make any entry in your books and records or alter, conceal, or destroy any document to misrepresent any fact, circumstance, or transaction related to Narmco business.

**8.0 NON-DISCRIMINATION**

8.1 You must treat your existing and prospective employees and business partners fairly, based only on merit and other factors related to your legitimate business interests, and without regard to race, religion, color, age, gender, gender identity or expression, sexual orientation, national origin, marital status, or disability.

**9.0 CHILD LABOUR**

9.1 You must ensure that child labor is not used in the performance of your work, whether or not related to Narmco business. The term “child” refers to any person under the minimum legal age for employment where the work is performed.

**10.0 HUMAN TRAFFICKING**

10.1 You must comply with laws and regulations prohibiting human trafficking. You must not engage in the use of forced labor, bonded labor, indentured labor, involuntary prison labor, slavery or trafficking in persons.

**11.0 ANONYMOUS REPORTING & REPORTING MISCONDUCT**

11.1 We expect you to provide your employees and your business partners with access to adequate reporting channels to raise legal or ethical issues or concerns, including, without limitation, reports of a violation of this Code by you or your business partners, without fear of retaliation, including opportunities for anonymous reporting. In the event that you become aware of misconduct related to Narmco business undertaken by any Narmco employee, any of your employees, or any employees of your business partners, we expect you to promptly notify Narmco.

**12.0 ETHICS & COMPLIANCE PROGRAM**

12.1 Commensurate with the size and nature of your business, you must have management systems, tools and processes in place that:

12.1.1 Ensure compliance with applicable laws, regulations and the requirements set forth in this Code;

12.1.2 Promote an awareness of and commitment to ethical business practices, including, without limitation, the expectations set forth in this Code;

12.1.3 Facilitate the timely discovery, investigation, disclosure and implementation of corrective actions for violations of law, regulations or the expectations set forth in this Code; and

12.1.4 Provide training to your employees on compliance requirements, including the expectations set forth in this Code.

**13.0 YOUR BUSINESS PARTNERS**

13.1 If your contract with Narmco prohibits you from assigning, delegating, or subcontracting your obligations, we expect you to strictly comply with this prohibition. If your contract with Narmco permits you to assign, delegate, or subcontract your obligations or procure products or services from others that will be incorporated in products or services acquired by Narmco from you, we expect you to carefully select your business partners, and perform due diligence, audit, and oversight to prevent and detect misconduct. You must flow down the principles set forth in this Code to these business partners and we will hold you responsible for ensuring compliance by your business

**14.0 CODE COMPLIANCE**

14.1 You will permit The Narmco Group of Companies and/or its representatives to assess your compliance with the expectations set forth in this Code in performing work for Narmco, including on-site inspection of facilities and review of associated books, records and other documentation. You must also provide The Narmco Group of Companies upon request with additional information and certifications evidencing compliance. You must ensure that The Narmco Group of Companies has the right to assess your business partners' compliance with the expectations set forth in this Code in performing work for The Narmco Group of Companies, including on-site inspection of facilities and review of associated books, records and other documentation. You must ensure that your business partners will provide Narmco upon request with additional information and certifications evidencing compliance.

14.2 In the event of any wrongdoing, you will fully cooperate with any related investigation conducted by Narmco. You will ensure that your business partners also fully cooperate if such investigation involves their performance.

14.3 You (and your business partners) must correct any non-conformances identified during assessments. The Narmco Group of Companies does not assume any duty to monitor or ensure compliance with this Code, and you acknowledge and agree that you are solely responsible for full compliance with this Code by your directors, officers, employees, representatives, and business partners.

**Revision History**

E-Revision #	Date	Revision Description
00	05/16	Initial Release