

Supplier Code of Conduct



Dear Supplier,

Since 1983, Tower has built a reputation of honesty, integrity, and fairness by conducting our business to the highest ethical standards. The Tower Code of Conduct, Human Rights Policy, and this Supplier Code of Conduct embody these core values. They also reflect Tower's commitment to operate with the highest level of integrity whilst demonstrating respect for human rights at Tower and throughout its supply chain. As part of this commitment, Tower requires our business partners and suppliers to share in these same core values and business practices.

This Supplier Code of Conduct governs any company or entity that sells or seeks to sell any products or services to Tower and/or any of its affiliates, whether directly or indirectly through its employees, affiliates, distributors, subcontractors, agents, or other representatives (referred to hereafter as "Suppliers"). Tower expects its Suppliers to operate using the highest ethical and legal principles. Suppliers are responsible for ensuring that any employees, affiliates, distributors, subcontractors, agents, or other representatives of the Supplier providing products or services to Tower or to Tower's customers on behalf of Tower read and comply with this Tower Supplier Code of Conduct.

This Tower Supplier Code of Conduct applies all relevant aspects of Tower's Code of Conduct to Tower's Suppliers. Tower Suppliers must comply with applicable laws, rules, and regulations (collectively, "Laws") in all countries where Tower and its affiliates conduct business. Specifically, we expect all Suppliers to adhere to the following standards, consistent with Tower's core values of Integrity, Respect, Trust, Simplicity, and Shared Risk, and to take reasonable and appropriate efforts to ensure that their suppliers do the same:

- **WE DO NOT TOLERATE INHUMANE TREATMENT:** Suppliers must treat all workers with dignity and respect. Suppliers must not subject workers to, or threaten to subject workers to, harsh and inhumane treatment, including but not limited to sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse. Disciplinary policies and procedures related to this requirement shall be clearly communicated to workers. Where a Supplier provides housing for workers, housing must comply with applicable housing and safety standards. All workers must be given accurate work agreements in a language understood by the worker.
- **WE DO NOT UTILISE CHILD LABOUR:** Suppliers will not directly or indirectly employ workers that are younger than the applicable minimum age specified by applicable Laws. Under no circumstances shall a Supplier employ any worker under the age of 15. Additionally, workers under the age of 18 may not be required to perform work that may be hazardous to their health or safety.
- **WE DO NOT UTILISE FORCED LABOUR:** Suppliers will not utilise or source products or services from entities associated with forced, bonded, indentured, involuntary or exploitative prison, trafficked or slave labour. Involuntary labour includes transporting, harbouring, recruiting, transferring, receiving, or employing persons by means of threat, force, coercion, abduction or fraud for labour or services. All work must be voluntary, and workers shall be free to terminate their employment at any time. There shall be no unreasonable restrictions on entering, exiting or movement within company-provided facilities.

Suppliers must not withhold worker identity or immigration documents and must not charge workers or potential workers recruitment fees. Suppliers must provide return transportation at the end of their work period if workers were brought to the country for the purpose of work for their organisation.

- **WE PROTECT SAFETY AND WELL-BEING IN THE WORKPLACE:** Suppliers should strive to promote improved health and safety in conducting their businesses. Suppliers must provide workers with a safe and healthy work environment, provide necessary medical treatment, and implement corrective actions to eliminate causes of injury. Suppliers must also ensure that their employees, affiliates, agents, or other representatives comply with Tower's policies and applicable site requirements while on-site at any Tower location or at a Tower customer location on behalf of Tower.
- **WE RESPECT WORKERS' RIGHTS:** Suppliers must respect workers' rights to associate freely and in compliance with applicable Laws, without discrimination, intimidation, or harassment, as well as respect the right of workers to refrain from such activities. Workers and/or their representatives should be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, intimidation, or harassment.
- **WE COMPLY WITH EMPLOYMENT LAWS:** Suppliers must comply with all applicable wage and hour Laws, including those relating to minimum wage, overtime hours and other elements of compensation, and must provide all legally mandated benefits. Suppliers will not require employees to work more than the maximum number of hours permitted under applicable Laws. For each pay period, Suppliers shall provide workers with a timely and comprehensible wage statement that includes enough information to enable workers to verify that they have received accurate compensation for work performed.
- **WE PROHIBIT DISCRIMINATION, HARASSMENT AND RETALIATION:** Tower expects Suppliers to treat their employees with respect and dignity and to refrain from any unlawful harassment and discrimination. Suppliers will not discriminate against any person because of their race, colour, gender, religion, ethnicity or national origin, age, disability or other medical condition, sexual orientation, gender identity, genetic information, pregnancy, marital status, veteran status, political affiliation, union membership or any other basis protected by applicable Laws.

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- **WE COMPLY WITH ENVIRONMENTAL LAWS:** Suppliers should strive to be more “eco-efficient” in conducting their businesses, which means striving to create more environmentally efficient products and services while using fewer resources and creating less waste and pollution. Suppliers must reduce their impact on the environment through the conservation of natural resources, reduced energy consumption and GHG emissions, reduced waste and responsible chemical management.
- **WE COMPETE FAIRLY:** Suppliers are expected to deal fairly with Tower employees and representatives as well as Supplier’s and Tower’s other business partners. Suppliers should not take unfair advantage through manipulation, concealment, abuse, misrepresentation of material facts or any other unfair dealing. Suppliers will not engage in collusive bidding, price fixing, price discrimination or other unfair trade practices in violation of applicable antitrust and competition Laws. Suppliers will uphold fair business standards in advertising, sales, and competition.
- **WE PROTECT TRADE SECRETS:** In addition to protecting Tower’s assets and information, suppliers must respect and refrain from infringing upon the intellectual property rights of others, including patents, trademarks, copyrights, and other proprietary rights.
- **WE COMPLY WITH INTERNATIONAL TRADE LAWS:** Suppliers must comply with all export-import Laws, including all applicable labelling requirements, customs duty requirements and other Laws applicable to their international business activities.
- **WE DO NOT MAKE IMPROPER PAYMENTS OR GIFTS:** Suppliers should work against corruption in all its forms and are prohibited from engaging in extortion, embezzlement, and other corrupt activities. Suppliers must comply with all applicable anti-corruption Laws of the countries in which they operate, such as the UK Anti-Bribery Act, the OECD Anti-Bribery Convention, and any other international anti-corruption conventions. Suppliers will not offer or accept bribes or employ other means to obtain an undue or improper advantage. Paying or facilitating the payment of bribes, kickbacks, and similar payments to government officials or to Tower employees or agents acting on Tower’s behalf is prohibited. Suppliers may not offer gifts of more than minimal value or lavish entertainment to Tower employees. When business meals and entertainment are appropriate to further a legitimate business purpose, any associated expenses may not be extravagant in nature.
- **WE SAFEGUARD Tower’s CONFIDENTIAL INFORMATION:** Suppliers must protect the Confidential Information entrusted to them by Tower and its affiliates, customers, or suppliers. Confidential Information may only be used and disclosed in a manner authorised by Tower. “Confidential Information” includes any business information of Tower or its affiliates, customers or suppliers that is not generally known to the public.
- **WE SOURCE OUR MATERIALS RESPONSIBLY:** Tower is committed to the responsible sourcing of materials and expects the same commitment from its Suppliers. Upon request of Tower, Suppliers shall determine whether any products provided by Suppliers contain tin, tantalum, tungsten, gold, or any other material. Suppliers shall also take such necessary actions and provide such additional information concerning the materials for which information is requested in the format requested by Tower as may be necessary in order (1) for Tower to comply with applicable Laws and (2) to demonstrate compliance by the Supplier with Tower’s policies and procedures, including those relating to responsible sourcing.
- **WE REQUIRE COMPLIANCE WITH THE SUPPLIER CODE OF CONDUCT:** Suppliers must establish and maintain a process for ensuring compliance with the Tower Supplier Code of Conduct. This includes communicating the requirements of this Code to all employees, affiliates, distributors, subcontractors, agents, and other representatives of the Supplier who provide products or services to Tower or to Tower’s customers on behalf of Tower. Suppliers must maintain all documentation necessary to demonstrate compliance with the Tower Supplier Code of Conduct. Upon Tower’s request, Suppliers should be prepared to provide Tower or its affiliates access to such documentation.

This Supplier Code of Conduct may be updated by Tower from time to time. All references herein to the Tower Supplier Code of Conduct refer to the most current version of this Supplier Code of Conduct, available at wearetower.com/supplier. Any violation of the Tower Supplier Code of Conduct may result in immediate termination of the Supplier’s relationship with Tower. If you wish to report any violations of this Code, please file a report with Tower’s Purchasing department by sending an email to purchasing@towersupplies.com

Supplier confirms by signature below that Supplier complies with the Tower Supplier Code of Conduct:

Supplier Signature

Supplier Name.....

Supplier Representative Name and Title

Date.....