

## **Supplier - Corporate & Social Responsibilities**

IS-Rayfast is aware of the social and ethical responsibilities placed on businesses and is fully committed to comply with these requirements. IS-Rayfast understand that its suppliers play a key role in these responsibilities and the below outlines the expectations that we place on your organization as a valued supplier to our organisation.

### **Compliance with Laws**

Suppliers shall comply with all applicable laws and regulations of the countries in which operations are managed or services provided.

### **Human Rights**

Suppliers are expected to treat people with respect and dignity, encourage diversity, remain receptive to diverse opinions, promote equal opportunity for all, and foster an inclusive and ethical culture, in accordance with the relevant International Labour Organisation (ILO) conventions.

### **Child Labour**

Suppliers must ensure that illegal child labour is not used in the performance of work. The term “child” refers to any person under the minimum legal age for employment where the work is performed provided the legal age is consistent with the minimum working ages defined by the International Labour Organisation (ILO).

### **Human Trafficking, including Forced Labour**

Suppliers must adhere to regulations prohibiting human trafficking, and comply with all applicable local laws in the country or countries in which they operate. Suppliers must refrain from violating the rights of others and address any adverse human rights impacts of their operations.

### **Anti-Bribery and Corruption**

Suppliers must comply with the anti-corruption laws, directives and regulations that govern operations in the countries in which they do business.

Suppliers are required to refrain from offering or making any improper payments of money or anything of value to government officials, political parties, candidates for public office, or other persons. This includes a prohibition on facilitating payments intended to expedite or secure performance of a routine governmental action like obtaining a visa or customs clearance, even in locations where such activity may not violate local law. Personal safety payments are permitted where there is an imminent threat to health or safety.

Suppliers are expected to exert reasonable due diligence to prevent and detect corruption in all business arrangements, including partnerships, joint ventures, offset agreements, and the hiring of intermediaries such as agents or consultants.

Suppliers must not offer any illegal payments to, or receive any illegal payments from, any customer, supplier, their agents, representatives or others. The receipt, payment, and/or promise of sums of money or anything of value, directly or indirectly, intended to exert undue influence or improper advantage is prohibited.

Suppliers are expected to avoid all conflicts of interest or situations giving the appearance of a potential conflict of interest. Suppliers are expected to provide notification to all affected parties in the event that an actual or potential conflict of interest arises.

### **Business Ethics**

Suppliers are expected to provide their employees with avenues for raising legal or ethical issues or concerns without fear of retaliation. Suppliers are also expected to take action to prevent, detect, and correct any retaliatory actions.

Commensurate with the size and nature of their business, suppliers are expected to establish management systems to support compliance with laws and regulations, as well as the expectations expressed within this Supplier Code of Conduct. Suppliers are encouraged to implement their own

written code of conduct and to flow down their principles to the entities that furnish them with goods and services.

### **Conflict Minerals**

On August 22nd 2012 the U.S. Securities and Exchange Commission (SEC) adopted the Conflict Minerals provision of the Dodd-Frank Wall Street Reform and Consumer Protection Act, Section 1502. The rule requires SEC listed companies to disclose annually whether tin, tantalum, tungsten or gold in their products originate in the Democratic Republic of the Congo (DRC) or adjoining countries and if “Conflict Minerals are necessary to the functionality or production of a product manufactured”.

IS-Rayfast is committed to a socially responsible supply chain and in order to create transparency IS-Rayfast promotes the traceability of these minerals in the supply chain.

IS-Rayfast encourages our suppliers to support these efforts and make information on the origin of their product components available upon request.

### **Export Controls**

IS-Rayfast expects that suppliers clearly understand and work within the laws and practices of the country of export and ensure that they administer all relevant export controls. Suppliers must ensure that when delivering products to IS-Rayfast they comply at all times with all export control requirements and customs regulations, as well as providing export control and foreign trade data in a professional and timely manner.

IS-Rayfast also request that suppliers:

- Take all necessary efforts to implement export control processes and procedures internally
- Notify us within 5 working days of order receipt when there is product we are purchasing that is subject to export control policy (earlier if product is available for immediate shipment – i.e. ahead of shipment)
- Prepare all relevant and necessary information and liaise with IS-Rayfast for any license or license exemption application

It is the supplier's obligation to take all necessary steps to prevent IS-Rayfast from breaching any export control legislation.

### **Counterfeit and Unapproved Parts**

Suppliers are expected to develop, implement, and maintain effective methods and processes appropriate to their products to minimize the risk of introducing counterfeit or unapproved parts and materials into deliverable products. In addition, suppliers shall provide notification to recipients of counterfeit product(s) when warranted, and exclude them from the delivered product.

### **Health & Safety**

Suppliers are expected to establish an appropriate management system for Environment, Health and Safety. Suppliers are further expected to operate in a manner that actively manages risk, conserves natural resources and protects the environment in the communities within which they operate.

Suppliers should protect the health, safety, and the welfare of their employees, contractors, visitors and others who may be affected by their activities. Suppliers are responsible for the safety of products supplied to IS-Rayfast and we expect all relevant personnel to be aware of their contribution to safety and product conformity.