



## Supplier Code of Conduct

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## Document Amendment Record

A – Added, M – Modified, D – Deleted

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| 1     | 12 Nov 2024 | 1.0         |          |                     | Initial Version                     |
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## TABLE OF CONTENTS

|    |                                               |   |
|----|-----------------------------------------------|---|
| 1. | PURPOSE.....                                  | 4 |
| 2. | SCOPE.....                                    | 4 |
| 3. | DEFINITIONS.....                              | 4 |
| 4. | RESPONSIBILITIES.....                         | 4 |
| 5. | CLAUSES COVERED UNDER THE POLICY.....         | 4 |
|    | 5.1 COMPLIANCE WITH LAWS AND REGULATIONS..... | 4 |
|    | 5.2 ETHICAL BUSINESS PRACTICES.....           | 5 |
|    | 5.3 LABOR AND HUMAN RIGHTS.....               | 5 |
|    | 5.4 HEALTH AND SAFETY.....                    | 5 |
|    | 5.5 ENVIRONMENTAL SUSTAINABILITY.....         | 5 |
|    | 5.6 DATA PRIVACY AND SECURITY.....            | 5 |
|    | 5.7 MONITORING AND COMPLIANCE.....            | 6 |
|    | 5.8 REPORTING VIOLATIONS.....                 | 6 |

## 1. PURPOSE

- Wissen is committed to conducting business with integrity, fairness, and responsibility. This Supplier Code of Conduct establishes the expectations for suppliers, contractors, and business partners to ensure adherence to ethical, responsible, and sustainable business practices.
- The term "Supplier" encompasses any person or organization that supplies or intends to supply goods or services to Wissen, along with their employees, agents, and representatives.
- The purpose of this Code is to ensure that Wissen's suppliers, defined as any individual, organization, or entity providing goods, services, or deliverables either directly or through subcontracting arrangements, uphold the highest standards of ethics, integrity, and sustainability while fully complying with all applicable laws and regulations.

## 2. SCOPE

This Code applies to all suppliers, subcontractors, and business partners of Wissen.

## 3. DEFINITIONS

NA

## 4. RESPONSIBILITIES

HR is responsible for oversight of the entire process.

## 5. CLAUSES COVERED UNDER THE POLICY

### 5.1 Compliance with Laws and Regulations

Suppliers must comply with all applicable local, national, and international laws, regulations, and industry standards, including but not limited to:

- Anti-bribery and anti-corruption laws.
- Labor laws and workplace safety regulations.
- Human Rights Laws and regulations.
- Environmental protection laws.
- Data privacy and intellectual property laws.

## 5.2 Ethical Business Practices

Suppliers are expected to uphold the highest standards of integrity and ethics:

- **Anti-Corruption:** Suppliers shall not engage in bribery, corruption, fraud, or any form of unethical conduct.
- **Conflicts of Interest:** Suppliers must avoid situations that create or appear to create conflicts of interest.
- **Fair Competition:** Suppliers must adhere to fair trade practices and avoid anti-competitive behavior.

## 5.3 Labor and Human Rights

Suppliers are required to respect and promote human rights, including:

- **Freely Chosen Employment:** Employment must be voluntary, with no use of forced labor, slavery, or human trafficking.
- **No Child Labor:** Suppliers must comply with minimum legal age requirements in employment.
- **Non-Discrimination:** Suppliers must provide equal opportunities to all its employees and prohibit discrimination based on race, gender, religion, or other protected characteristics.
- **Fair Wages and Working Hours:** Suppliers must comply with applicable wage laws and ensure reasonable working hours.
- **Freedom of Association:** Suppliers must respect employees' rights to organize and collectively bargain.

## 5.4 Health and Safety

Suppliers must ensure a safe and healthy working environment by:

- Identifying and mitigating workplace hazards.
- Offering necessary training to ensure adherence to safety protocols.

## 5.5 Environmental Sustainability

Suppliers must adopt environmentally responsible practices, including:

- Complying with all applicable environmental laws and regulations.
- Minimizing waste and reducing emissions.
- Conserving resources such as energy and water.
- Utilizing environmentally friendly materials and processes wherever feasible.

## 5.6 Data Privacy and Security

Suppliers must protect Wissen's confidential information and intellectual property by:

- Implementing robust data security measures.
- Ensuring compliance with data protection regulations.
- Promptly reporting any data breaches or security incidents.

## **5.7 Monitoring and Compliance**

Wissen reserves the right to monitor suppliers' adherence to this Code through internal audits and assessments. Suppliers are expected to cooperate fully and provide access to relevant information and facilities as required.

## **5.8 Reporting Violations**

Suppliers are obligated to promptly report any actual or suspected violations of this Code or other unethical practices to Wissen's designated point of contact.

Email: [ethics@wisseninfotech.com](mailto:ethics@wisseninfotech.com)

### **5.8.1 Acknowledgment and Acceptance**

By engaging in a business relationship with Wissen, suppliers acknowledge and agree to comply with this Supplier Code of Conduct. Wissen reserves the right to terminate relationships with suppliers who fail to meet these standards.

### **5.8.2 Contact Information**

For questions or concerns regarding this Code, please contact:

[ethics@wisseninfotech.com](mailto:ethics@wisseninfotech.com)