



## **HFI SUPPLIER CODE OF CONDUCT**

### **Scope:**

HFI's Code of Ethics reflects the high standards of governance and ethical behavior to which HFI, its management and employees are committed.

We expect our suppliers to observe similar standard and to undertake their business in an ethical manner by complying with all applicable laws and regulations as well as the requirements set out in this document.

### **Health, Safety, Security and Environment:**

HFI's suppliers must at all times provide a healthy, safe and secure work environment for all its employees.

HFI's suppliers will:

- Refrain from causing harm to the environment
- Actively seek methods to reduce the environmental impact of their actions
- Maintain an effective program of management and reporting of health, safety, security and environmental issues

### **Employment:**

HFI's suppliers will:

- Ensure that labor conditions are in accordance with local regulations
- Compensate employees fairly and at least at a level where their basic needs are met
- Maintain a work environment in which all employees are treated with respect and which precludes any form of harassment, exploitation or abuse

HFI's suppliers will not:

- Directly or indirectly either employ child labor or use forced labor in any form

- Discriminate based on age, ancestry, race, marital status, disability, nationality, religion, political affiliation or sexual orientation.

**Business Ethics:**

HFI's suppliers will:

- Protect all confidential information provided by HFI
- Respect the intellectual property of HFI
- Procure goods and services from suppliers from which a similar degree of governance and ethical behavior is demanded as that envisaged by this HFI Supplier Code of conduct

HFI's suppliers will not:

- Engage in or tolerate fraud, extortion or the payment of bribes and any other form of corruption
- Give gifts which are of more than nominal value
- Engage in or facilitate money-laundering
- Breach trade sanctions
- Breach anti-trust or competition laws

**Human Rights:**

HFI suppliers will not engage in any form of conduct which is in breach of internationally declared human rights.

**Compliance and Right to Audit:**

HFI may request and receive documentation evidencing compliance with the requirements of this HFI Supplier code of conduct and to physical audit supplier facilities

**Non-Observance:**

In the event a supplier breaches the terms of this HFI Supplier Code of conduct, action may be taken against the supplier including termination of HFI's contract with you.

Supplier Name: \_\_\_\_\_

Supplier Representative Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_