	Corporate Purchasing Department	Document Date: 8/1/2022
Approved: Nicole Cisco	Supplier Code of Conduct	<i>Nicole Cisco</i>

## Supplier Code of Conduct

Potters Industries chooses to work with suppliers, agents, customers, and employees who are aligned with our core principles and promote a fair and healthy business environment. We are continuously focused on sustainability in products and solutions, combining economic success, social responsibility and environmental protection to meet the needs of society.

Ensuring the principles of sustainable development in our supply chain is important to us. We seek to partner with suppliers to continually develop their sustainability performance. We expect our suppliers to fully comply with applicable laws and to adhere to internationally recognized environmental, social and corporate governance standards (ESG standards). We also encourage our suppliers to use their best efforts to implement these standards with their suppliers and subcontractors.

We particularly expect you as our supplier to support, embrace and enact the following standards:

### **Environment**


- Supplier is in compliance with all applicable environmental, health and safety regulations.
- Supplier shall promote the safe and environmentally sound development, manufacturing, transport, use and disposal of materials.
- Supplier shall ensure by using appropriate management systems that product quality and safety meet the applicable requirements.
- Supplier shall protect employees' and neighbors' life and health, as well as the general public at large against hazards inherent in your processes and products.
- Supplier shall use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water and soil.
- Supplier shall minimize the negative impact on biodiversity, climate change and water scarcity.

### **Social**

- Supplier shall support the protection of internationally proclaimed human rights, fight forced labor (including modern slavery and human trafficking) and child labor.
- Supplier shall uphold the freedom of association and the right to collective bargaining in accordance with applicable laws.

### **Supplier Code of Conduct**

- Supplier shall treat employees with respect and provide a workplace free of harassment or abuse of any kind, harsh and inhumane treatment, unlawful practices or discrimination.
- Supplier shall enable employees and stakeholders to report concerns or potentially unlawful practices at the workplace.
- Supplier shall comply with minimum wages and working hours in accordance with local laws, and ensure compensation of a living wage according to local living conditions.
- Supplier shall ensure that products are not sourced nor contain conflict minerals which directly or indirectly finance or benefit armed groups and cause human rights abuses

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**Governance**

- Supplier shall abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Supplier shall consider business integrity as the basis of business relationships.
- Supplier shall prohibit all types of bribery, corruption and money laundering.
- Supplier shall forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Supplier shall respect the privacy and confidential information of all contractors, employees and business partners as well as protect data and intellectual property from misuse.
- Supplier shall implement an appropriate compliance with applicable laws, regulations, and standards.

You may acknowledge the principles stated above or demonstrate your commitment via compliance with your own Code of Conduct or company policies that embrace these standards. POTTERS INDUSTRIES reserves the right to discontinue any relationship for non-adherence to international principles, failure to correct violations, or displaying patterns of non-compliance with these standards.

YOU are part of our supply chain – POTTERS INDUSTRIES counts on your commitment!

