



**HANSAMATRIX**

Inspired by your trust

**SUPPLIER  
CODE OF CONDUCT**



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## General information

This Code of Conduct sets out what HansaMatrix value as a company in relation to our suppliers. These principles define how we work and what we stand for.

It is expected that Suppliers and Supplier Representatives will comply with all applicable laws and regulations in countries where they do business, as well as the regulations and policies, sanctions and restrictions imposed by European Union, the United Kingdom, United States, United Nations and other international organizations, that apply to their areas of business.

If you have serious concern that something may not be consistent with this Code, we encourage you to raise any concerns and questions. We will not tolerate any retaliation or discrimination of any kind against anyone who has raised something in good faith. All issues are treated seriously and will be treated confidentially and communicated on a need-to-know basis only.

## Anti-corruption, money-laundering

Suppliers must respect and promote fair and healthy competition and not enter into discussions or agreements with competitors concerning pricing, market sharing or other similar activities.

The selection and evaluation of Suppliers is based on predefined criteria e.g. price, functionality, availability, delivery conditions, reliability, service conditions and compliance with laws and regulations.

There is no tolerance on any forms of bribery and corruption, fraudulent, collusive, anti-competitive or coercive practices of any kind. An adequate management system for the prevention of corruption and anti-money laundering should be maintained.

Suppliers and Supplier Representatives will not engage in money-laundering activities. This includes any kind of activity which hides or is intended to hide the fact that funds have been obtained illegally or are connected with the proceeds of crime, e.g. through fraud or bribery or other illegal activity.

Suppliers and Supplier Representatives will ensure that HansaMatrix resources received by them are not used to support, finance or promote violence, aid terrorists or terrorist-related activity or fund organizations known to support terrorism.

All financial transactions must be carried out in accordance with applicable laws and regulations and Suppliers should under no circumstances be complicit in any activities of money laundering or financing of terrorism.

## Data protection

Supplier and HansaMatrix, each in their respective areas of responsibility, care on the protection of individuals' privacy and personal data in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council (as of 27.04.2016.) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), and applicable national legislation of the HansaMatrix and Supplier.



## Sanctions

The Supplier and HansaMatrix shall ensure compliance with the legislation of the Republic of Latvia and the European Union regarding sanction's regime, as well as guidelines and enforcement practices in this area. Thus, the Supplier shall ensure that:

- the Suppliers' customers or suppliers do not include persons whose names are mentioned in the sanctions lists of European Union, the United Kingdom, United States, United Nations and other international organizations;
- do not conduct transactions with such persons;
- terminate transactions with such persons if the transaction is already concluded.

Upon request, the Supplier shall provide in a timely manner HansaMatrix with the information necessary to ensure the sanctioning regime, including the identification of the beneficial owners, owners, signatories, and shall promptly inform it of any changes in the information provided.

## Labor rights

Forced, bonded or indentured labor is not to be used. All work must be voluntary, and workers should be free to leave upon reasonable notice. Child labor is not to be used in any stage of manufacturing and it refers to any person under the minimum age for employment in the country supplier operates.

Workweeks are not to exceed the maximum set by local law. Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates.

The suppliers' policies and procedures shall be clearly defined and communicated to the personnel. There shall be no harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.

Companies shall not engage in discrimination based on gender, race, religion, sexual orientation, color, age, ethnicity, disability, pregnancy, political affiliation, union membership or marital status when hiring or in conjunction with employment practices such as promotions, rewards and access to trainings. Workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.

Suppliers shall respect the rights of workers to associate freely. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.



## Health and safety

Worker's exposure to potential safety hazards shall be minimized through preventive maintenance, safe work procedures and on-going safety training. Where hazards cannot be adequately controlled, workers are to be provided with appropriate, well-maintained, personal protective gear. Workers shall not be disciplined for raising safety concerns.

Potential emergency situations and events shall be identified and their impact minimised by implementing emergency plans and response procedures, including worker training, appropriate fire detection and extinguishing equipment.

Procedures shall be in place to prevent, manage, track and report occupational injury and illness.

Workers are to be provided with ready access to clean toilet facilities and water fit for consumption.

## The environment

HansaMatrix suppliers with manufacturing operations should minimize adverse effects to community, environment and natural resources. All required environment permits are to be obtained, maintained and kept current.

Waste of all types, including water and energy, are to be reduced, eliminated at the source or by practices such as recycling and re-using materials.

Chemical and other materials that pose a hazard if released to the environment are to be identified and managed to ensure safe handling, movement, storage, use, recycling or reuse and disposal.

Wastewater and solid waste generated from operations are to be characterised, monitored, controlled and treated as required prior to discharge or disposal.

Air emissions of chemicals, aerosols, corrosives, ozone depleting chemicals and by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.