

Supplier Code of Conduct

Sama is committed to treating all workers with respect and dignity, ensuring safe working conditions, and conducting environmentally responsible, ethical operations. We strive to build trust-based relationships with our suppliers and expect our operations and our supply chain to embrace the following responsibilities.

Labor and Human Rights

Respect for human rights and providing opportunities to individuals who have experienced barriers to formal employment are fundamental values at Sama. We respect and promote human rights in accordance with the [United Nations Guiding Principles on Business and Human Rights](#), the [United Nations Universal Declaration of Human Rights](#), and the [International Labour Organization Declaration on the Fundamental Principles and Rights at Work](#) and expect our suppliers to uphold the human rights and dignity of their workers. Our suppliers must manage their own workforce to achieve the following results:

At will employment and combating modern slavery. Suppliers will not use or permit any form of forced, bonded, or indentured labor. All work must be voluntary and all workers have the right to terminate their employment at any time with or without cause. Suppliers must adhere to all local and national policies related to at-will employment.

Wages and benefits. Suppliers will pay all legally-mandated wages and benefits and comply with the law regarding wage reductions. All suppliers providing services to support Sama's core business functions will pay their workers a localized living wage.

Work hours. Suppliers will adhere to all local and national laws related to working hours, breaks, and rest.

Freedom of association and collective bargaining. Suppliers comply with all applicable laws protecting the rights of workers to freely associate.

Harassment, discrimination, and retaliation. Suppliers must prohibit any form of discrimination or harassment of the workplace and take reasonable steps to prevent and address such behavior if it occurs.

Young workers. Suppliers must not employ child workers. A child is defined as a person or persons under the age of 15, or any higher age specified in national or local law for completing mandatory schooling, or beginning full time work. A child worker is defined as

a child who is not legally entitled to work, who is below the minimum age of employment or under the age of 15, if this is higher. No one under the age of 18 will be employed by suppliers at night or in hazardous work or conditions.

Health and Safety

Suppliers will promote safe and healthy environments for their own workforces to achieve the following results:

Occupational safety and health. Suppliers will comply with all applicable safety and health laws and regulations and identify, evaluate, and control worker exposure to safety and health hazards. Suppliers will work to prevent workplace accidents and minimize dangerous occurrences. All accidents or incidents that result in an injury or work-related illness during the course of work will be reported and managed in accordance with regional Occupational Safety and Health Authorities and regulations.

Emergency preparedness. Suppliers will identify and plan for potential emergencies, and will implement emergency plans and provide guidance to workers on emergency response procedures. Emergency preparedness efforts would include plans and processes to minimize the threat of fire to employees, visitors, and property.

Business Ethics

Suppliers will uphold the highest standards of business ethics and integrity in their operations, including:

Business integrity. Suppliers will not tolerate corruption, extortion, or bribery and will have processes in place to deter and manage conflicts of interest, support fair competition, and deter antitrust. Suppliers will provide avenues for whistleblowing and protection from retaliation.

Privacy and information security. Suppliers will protect the privacy of personal information of those with whom they do business, including their suppliers, customers, and workers.

Responsible purchasing and management of supply chains. Suppliers will take steps to manage the practices of its own supply chain and procure goods and services from suppliers that are committed to upholding human rights, providing safe and healthy work sites and working conditions, that are committed to ethical business practices, and that are taking actions to support sustainability.

Environmental

At Sama, we believe that environmental responsibility is integral to good business. Our suppliers must work to take account for their environmental impact, by striving to create regenerative process and minimize their adverse effects on the environment, natural resources, and the health and safety of communities.

Resource efficiency, clean energy, and waste mitigation. Suppliers will work to reduce their consumption of resources, including raw materials, energy, and water. In addition to complying with all local and national laws related to water quality and consumption and air quality, suppliers should work to track, document, and seek to minimize energy consumption and greenhouse gas emissions, and seek ways to improve energy efficiency and use cleaner sources of energy. Suppliers will work to reduce or eliminate waste of all types.

Hazardous and restricted substances. Suppliers will identify and manage chemicals and other materials that pose a hazard to the environment, and ensure their safe handling, use, storage and disposal. Suppliers will comply with all national and international laws related to responsible chemical management.

Trusted Partnership

It is our goal to build trust-based relationships with our suppliers. We expect our suppliers to cooperate with reasonable requests for information and if a concern arises, work with us to identify possible improvements. As part of our trusted partnership, we are our supplier to adhere to the following.

Underlying Obligations. In addition to the responsibilities listed above, suppliers must comply with all applicable laws, legal regulations, directives, and obligations in any contract a supplier may have with us.

On-Site Work. Suppliers using our properties or facilities will comply with all of our applicable policies and requirements.

Certifications. Suppliers will make good faith efforts to obtain requested certifications in a timely manner.

Information Disclosure. Suppliers will accurately disclose requested information on responsibilities outlined in this Supplier Code of Conduct.

Cooperation and remediation. Suppliers are expected to reach out to Sama if they see or suspect any business practices that violate this Code of Conduct by reaching out directly to a company contact or via whistleblower@samasource.com. Getting in touch with us quickly helps to prevent problems and correct any that have already occurred. When a concern arises, we aim to work with suppliers to help identify possible solutions promptly, fairly, and as confidentially as possible. However, when an issue can't be corrected or a supplier partner is unwilling to engage, we reserve the right to end our relationship.