

# GUIDELINES FOR MANAGING SUPPLIERS OF GOODS AND SERVICES

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OOO Ecolant complying with ethical rules of conduct shall be responsible for assuring that any transaction it undertakes no promote, directly or indirectly, human rights violations. We warrant that we communicate to our employees OOO Ecolant commitment to safeguarding human rights as well as information regarding their own rights and undertakings.

All our partners with which we have entered into business relationships, both domestically and in various other countries, have been advised that we are committed to the notion of conducting our business based on values that are the embodiment of high standards of quality, honesty, and perfection.

We respect the customs and the culture of the locations where we operate and do business. In pursuit of this policy, we seek to develop relationships with those Vendors of/Contractors for goods, works, and services, including subcontractors (hereinafter, Vendor/Contractor) that share similar values and are responsible about conducting their affairs and embody high moral standards.

In our continuous quest to develop and strengthen our relationships with Vendors/Contractors, we have developed guidelines which we expect our Vendors/Contractors to follow. These Vendor/Contractor guidelines are based on the conviction that corporate social responsibility is of fundamental importance in assuring the long-term success of our business and should be reflected in our relationships as well as the activities we undertake in the markets, in the workplace, and within society.

We expect our Vendors/Contractors to follow the applicable statutes and the standards, the principles, and the requirements set by the Company itself. **We will work with those Vendors/Contractors that will guarantee understanding of and compliance with the requirements set forth in these Guidelines:**

## **Management of Business-Related Activities**

The Company supports equitable hiring practices in keeping with our commitment to the notion of respect for human rights in the workplace.

We seek:

1. To establish strong and direct relationships with our employees using open and honest methods.
2. To treat our employees with fairness and respect.
3. To comply with all the requirements of labor statutes, including those that have to do with time at work, compensation, and third-party representation.
4. To be jointly and severally responsible for our actions always striving for the best performance.
5. To provide our employees with opportunities for personal and professional growth and development.
6. To assure safety in the workplace in conjunction with our employees.

## **Workplace Conditions**

We expect our Vendors/Contractors to evaluate their employees based on their ability to complete the activities they are charged with rather than their physical and/or personal attributes or convictions implementing the principle of non-discrimination based on race, skin color, gender, religious beliefs, political views, ethnic background, or sexual preferences.

## **Health and Safety**

We expect our Vendors/Contractors to provide their employees with a safe place to work in and implement procedures conducive to minimizing the risk of incidents, injury, or health hazards. Working conditions should comply with the statutes in effect for the Vendor/Contractor.

## **Child and Forced Labor: Abuse of Labor**

We expect our Vendors/Contractors to conduct their business in such a way as not to use persons of an age below the statutory limit for hiring and engaging workers (child labor) and not to stand for physical or other abuse of employees' rights or oppress the employees themselves or the use of various types of forced labor in any Contractor activity.

### **Compensation and Benefits**

We expect our Vendors/Contractors to pay their employees a fair and competitive wage in full compliance with the relevant statutes as well as offer them opportunities to develop their skills as well as other opportunities.

### **Third Parties**

A Vendor/Contractor shall respect the employees' right to designate a third party to represent its interests and hold collective bargaining as per the status applicable to such Vendor/Contractor.

### **Environmental Protection**

We expect our Vendors/Contractors to conduct their business in a way that protects and safeguards the environment. We expect, at a minimum, our Vendors/Contractors to comply with the requirements of applicable environmental protection statutes as well as regulations and other standards.

### **Conflict of Interest**

Company employees shall always work with those Vendors/Contractors that deal or attempt to deal with the Company in as open and scrupulous a manner as possible based on not giving any kind of preferential treatment to Company employees, their friends or families. Consequently, employees shall not have any financial or other relationships with a Vendor/Contractor which might come into conflict with such employees' obligation to act in the Company's interests. For instance, Vendors/Contractors shall not hire or make payments to any Company employee for as long as there is a relationship between a Vendor/Contractor and the Company. Friendships outside a business relationship are inevitable and quite acceptable but Vendors/Contractors shall take steps to prevent any personal relationships from influencing decisions made by Company employees. If a Vendor/Contractor employee is in a family relationship (by being the spouse, parent, sibling, grandparent, child, parent in-law, or a civil partner of) or in any other relationship with a Company employee which might create a conflict of interest, the Vendor/Contractor shall notify Company management accordingly or take the requisite steps to have the Company employee do it.

### **Gifts, Invitations to Meals, and Entertainment Events**

Company employees may not accept any gifts from Vendors/Contractors except for tokens of attention usual in business which are reasonable and acceptable under certain circumstances. Invitations to meals may be accepted for the purposes of business meetings. Vendors/Contractors shall not offer Company employees expensive gifts, invitations to restaurants, or other entertainment locations which may have the appearance of exerting undue influence. Gifts for Vendors/Contractors shall be based on the Company's business interests and shall be reasonable and appropriate to the circumstances. The Company shall always take into consideration and account our Vendors'/Contractors' policies regarding gifts and entertainment.

### **Business and Financial Reporting**

Both Vendors/Contractors and the Company shall maintain valid records in all areas having to do with the business relationship between such Contractors and the Company. This includes proper, complete, and accurate records of any transactions, costs, and payments between them. A party to a transaction should not delay the production and the delivery to the other party of any supporting documents, reports, or any other documentation, including delays for the purposes of having costs recognized in a different reporting period.

### **Bribes**

Vendors/Contractors acting in the Company's name or on their own behalf but in the Company's interests shall comply with all applicable anti-bribing statutes, including those in respect of government officials. In any transaction where a Vendor/Contractor is acting as a Company Vendor/Contractor or in a transaction that somehow has to do with the Company, such a Vendor/Contractor may not, directly or indirectly, hand over valuables or other consideration to any government officials, employees of government agencies, a company in which a government has an ownership interest, or a political party to obtain some advantage or benefit. Vendors/Contractors shall keep written records of all payments (including all gifts, business meal invitations, or anything else of value) made in the Company's name and/or out of funds made available by the Company. Vendors/Contractors shall make copies of such records available either pursuant to the provisions of contracts or at the Company's request.

**Confidentiality**

A Vendor/Contractors shall assure the protection of the Company's confidential information. Vendors/Contractors that have been granted access to confidential information in the course of a business relationship shall not disclose such information unless authorized by the Company. If a Vendor/Contractor believes that it has been granted access to the Company confidential information by mistake, such Vendor/Contractor shall immediately notify its Company contact person and refrain from any further disclosure of such information.

Vendor/Contractor shall not share with the Company information pertaining to another entity if prevented from disclosing such information by contract or statute.

**Notification of Potential Violations**

Vendors/Contractors that believe that a Company employee or another person acting on the Company's behalf or in its own name but in the Company's interests is acting in violation of statute or these guidelines shall notify the Company accordingly. A Vendor/Contractor may contact this employee's supervisor or send a message to the Hotline

The Company shall hereby guarantee that this open notice of violations or potential violations shall have no negative impact of the relationship between the Company and the Vendor/Contractor in question.

**Compliance with Other Relevant Applicable Laws and Standards**

It shall be mandatory for the Company's Vendors/Contractors as well as their subsidiaries and dependent entities when making deliveries or providing service to the Company to comply with all the applicable statutes, regulations, and other standards and requirements related to manufacture and sales and performing work (rendering services).