

Supplier Code of Conduct

ADDvise Group

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1. Background and purpose

ADDvise Group is committed to conduct all our business with integrity and in an ethical manner with respect for human rights, labor rights, sustainability, anti-corruption and care for the environment. We therefore place great importance on selecting and collaborating with responsible business partners who share these values. The principles and guidelines outlined by the United Nations Global Compact (UNGC), the International Labour Organization (ILO), and the Organisation for Economic Co-operation and Development (OECD) play an important role in setting the standards and fundamentals of ADDvise Group's operations.

The purpose of this Supplier Code of Conduct is to ensure that all our business partners operate in accordance with our standards and pursuant to internationally and nationally recognized standards, laws, guidelines, and regulations. If the provisions of this Supplier Code of Conduct demand higher standards than those required by national laws, this Supplier Code of Conduct shall prevail. We expect our business partners to actively communicate such standards when dealing with their own suppliers.

In the event of non-compliance with this Supplier Code of Conduct, it is expected that business partners take necessary action to address the breach and prevent its recurrence. This can be done independently or in cooperation with ADDvise Group to develop a plan for resolution. ADDvise Group reserves the right to discontinue business partnerships where the Party seriously or repeatedly violates the Supplier Code of Conduct.

For any inquiries or regarding our Supplier Code of Conduct contact ADDvise Group legal team. Additionally, we encourage utilizing the ADDvise Group whistleblower function to report any violations or misconduct related to our Supplier Code of Conduct, accessible at <https://www.addvisegroup.com/about-addvise/whistleblowing/>.

2. Audience

This Supplier Code of Conduct applies to all business partners of ADDvise Group and its companies, including suppliers, subcontractors and distributors (individually hereinafter referred to as "Supplier" and collectively to as "Suppliers").

3. Roles and responsibilities

The CEO of ADDvise Group is the owner of this Supplier Code of Conduct. All Suppliers are expected to read, understand, and act in accordance with this Supplier Code of Conduct. This includes ensuring that the Supplier Code of Conduct is communicated effectively, understood by all the Suppliers' employees, and consistently enforced throughout the organization. This Supplier Code of Conduct is subject to annual review and is approved by the Board of Directors.

4. Supplier Code of Conduct

4.1. Laws and regulations

The Supplier shall always comply with applicable laws such as environmental legislation, competition rules, labor laws, fiscal legislation, and safety requirements, as well as other laws, regulations, and provisions in the countries in which they operate.

All Suppliers shall ensure that no business is conducted in any way to support war, conflict, extremism, money laundering, drug trade or slave trade. This includes not to violate any applicable sanctions laws and national and international laws and regulations set forth by relevant authorities.

4.2. Human rights

All business conducted by a Supplier shall be conducted in a manner that is consistent and with respect to the internationally recognized human rights set forth in principles of the Global Compact and the International Bill of Human Rights.

All kinds of forced labor are strictly forbidden and shall not be supported, including debt bondage, slave labor or any other type of compulsory labor. All work that is carried out shall be based on an employment relationship aligned with regulatory requirements and employees having the right to terminate their employment with reasonable notice.

Suppliers shall comply with legal requirements as well as applicable ILO conventions on the minimum age for work. Suppliers shall ensure to have documentation in place that certifies the age of all workers. In the event that any instances of child labor are identified, the Supplier is expected to promptly address the situation, prioritizing the well-being and best interests of the child.

4.3. Health and safety

All Suppliers are expected to strictly adhere to applicable laws and regulations pertaining to health and safety. This includes providing and ensuring the use of safety and protective equipment when necessary for employees. Suppliers shall also inform their employees about potential health hazards and provide adequate training on health and safety procedures related to their specific areas of work.

4.4. Labor rights

Suppliers shall respect employees' fundamental right to decide to freely associate and be represented by labor unions, as well as engage in collective bargaining. Similarly, the right of employees to refrain from joining a labor union shall be recognized.

Suppliers shall pay salaries and offer benefits in accordance with local applicable laws and, if applicable, local collective agreements and/or local industry norms. Suppliers shall strive to ensure equal pay for equal work.

Any harassment or abuse, including physical, verbal and non-verbal, threats or discrimination due to race, sex, religion, ethnic background, disability, or sexual orientation shall not be tolerated. Retaliatory actions against individuals who have reported concerns in good faith are prohibited. Recruitment processes shall be based on competence and alignment with business culture and company values.

4.5. Environment and quality

ADDvise Group is addressing environmental challenges, promoting environmental responsibility, and taking initiative to drive positive change. We recognize the importance of addressing potential environmental risks and assuming responsibility. We expect our suppliers to follow these same principles.

Suppliers shall comply with environmental legislation and strive towards minimizing their environmental impact. This includes meeting legal requirements for the recycling of materials and products, as well as safely managing hazardous materials to minimize any potential negative environmental effects.

The products provided by our Suppliers shall meet the agreed specifications and should be safe, effective, and of high quality. We expect our suppliers to ensure consistent compliance with relevant quality regulations and standards.

4.6. Anti-corruption and healthy competition

We have a zero-tolerance policy against corruption and bribery as defined in the UN Convention against Corruption. Suppliers, and any persons or employees acting on their behalf, are prohibited from engaging in or accepting any form of corruption, both directly and indirectly, including bribery, receipt of inappropriate gifts and benefits, facilitation and protection payments, extortion, and money laundering. No illegal or corrupt practices, such as offering inducements or rewards, shall be made to anyone, directly or indirectly, for executing agreements between any parties.

We are committed to making business decisions in the best interest of our company. Suppliers shall work proactively to avoid conflicts of interest and promptly inform ADDvise Group about any existing or potential conflicts of interest as soon as they become aware of them.

Suppliers are expected to strictly adhere to applicable antitrust and competition regulations. Participation in cartels or other non-permissible cooperation with competitors, customers or suppliers is not accepted.

4.7. IT security and sensitive information

Suppliers are expected to respect privacy and handle personal data responsibly, ensuring compliance with all applicable data privacy laws. This includes the collection, processing, and storing of personal data from business partners, customers, employees and any other third parties.

Confidential information shall be handled with care and necessary precautions shall be taken to protect confidential information from unauthorized access or disclosure. This includes insider information which is unlawful to act upon or share for a personal financial gain and shall be strictly kept confidential.

Suppliers shall prioritize the protection of ADDvise Group's physical and intangible assets and resources, such as copyrighted materials, trademarks, trade secrets, and other valuable information. Unauthorized use, copying, or sharing of ADDvise Group's intellectual property is not allowed.

5. Implementation and monitoring of compliance

We expect that all Suppliers and sub-parties to the Suppliers, such as subcontractors, are informed and comply with this Supplier Code of Conduct. Adherence to this Supplier Code of Conduct shall be actively monitored by Suppliers throughout their operations. Suppliers are responsible for ensuring that their subcontractors are informed about, understand, and comply with the principles set out in this Supplier Code of Conduct.

ADDvise Group reserves the right to confirm the Suppliers' and any subcontractors' compliance with this Supplier Code of Conduct, including through audits at the Supplier's sites and through contact with the Supplier's employees and subcontractors. Suppliers should be able to provide ADDvise Group with relevant information about the supply chain of products and services upon request.