



## VENDOR Code of Conduct

### At OI System Holdings, we Value:

- Our position of **trust** with our customers - its foundation in partnership, mutual respect, fairness and commitment to mission, is fundamental to our success in each business engagement. This trust is based on our unsurpassed dedication to program execution.
- Our **people** - our passion for mission, intellectual capital, creativity and ability to lead, make our reputation and ensure the success of our company. Talent and teamwork make our performances successful.
- Our **quality** - in all that we do through our quest for excellence, value creation and innovation, we seek to deliver the best value for our customers and improve the elements of our business. We understand the mission and we focus on the ideas and solutions that drive progress and success

This Vendor Code of Conduct uses these values as our guide, while providing specific Supplier expectations, organized as **FAQs**, to further our shared commitment to doing business the right way every day.

**F**air Treatment and Competition  
**A**dherence to Laws and Regulations  
**Q**uality Services and Products

## I. Human Rights

We expect our vendors to treat people with respect and dignity, to encourage diversity, to remain receptive to diverse opinions, to promote equal opportunity for all and to foster an inclusive and ethical business culture.

### A. Fair Treatment of Employees

- No Harassment - We expect our vendors to ensure a work environment for their employees that is free from physical, psychological, and verbal harassment, or other abusive conduct.
- Non-discrimination - We expect our vendors to provide equal employment opportunity to employees and applicants for employment, without regard to race, ethnicity, religion, color, sex, national origin, age military veteran status, ancestry, sexual orientation, gender identity or expression, marital status, family structure, genetic information, or mental or physical disability, so long as the essential functions of the job can be competently performed with or without reasonable accommodation.
- Health & Safety - We expect our vendors to comply with all applicable health and safety laws, regulations, and directives. Vendors and Vendors should protect the health, safety, and welfare of their people, visitors, and others who may be affected by their activities.

### B. Child Labor

We expect our vendors to ensure that illegal child labor is not used in the performance of work. The term "child" refers to any person under the minimum legal age for employment where the work is performed.



## II. Information Protection

### A. Confidential/Proprietary Information

Vendors must properly protect sensitive information, including classified, confidential, proprietary, and personal information. Information should only be used and shared for the business purpose for which it was provided.

### B. Intellectual Property

We expect our vendors to respect our intellectual property rights and those of third parties, including protection against disclosure, patents, copyrights, and trademarks.

### C. Information Security

Vendors must protect the information of others, including personal information, from unauthorized access, destruction, use, modification and disclosure, through use of appropriate physical and electronic security procedures. Vendors must comply with all applicable data privacy laws.

## III. Conflict of Interest

We expect our vendors to avoid all conflicts of interest and situations giving the appearance of a potential conflict of interest in their dealings with Office Interiors. We expect our vendors to notify Office Interiors if an actual or potential

conflict of interest arises with respect to Office Interiors' business interests.

## ADHERENCE TO LAWS AND REGULATIONS

### I. Maintain Accurate Records

We expect vendors to maintain accurate records and not to alter any record or conceal or misrepresent the underlying transaction represented by it.

#### A. Sub-tier Vendors

Vendors shall assure extension of the requirements and objectives of this Code of Conduct to all sub-tier sources they engage.

#### B. Environment

Our vendors should operate in a manner that actively manages risk, conserves natural resources, and protects the environment.

We expect our vendors to comply with all applicable environmental, health and safety laws, regulations, and directives. Vendors should protect the health, safety, and welfare of their people, visitors, and others who may be affected by their activities.

## ETHICS & COMPLIANCE

### I. Professional Conduct

We expect vendors to maintain accurate records and not to alter any record or conceal or misrepresent the underlying transaction represented by it.

### II. Contract Terms

Office Interiors' contracts, subcontracts and vendors contracts often identify specific performance standards. When these standards direct the use of specific components, materials and/or specific qualifications of labor employed in products and services, our vendors must adhere to these requirements and other flowdown clauses and terms of our contracts.

## REPORTING OF CONCERNS

We expect our vendors to provide their employees with avenues for raising legal or ethical issues or concerns without fear of retaliation, and to take action to prevent, detect, and address any incident of retaliation.

Our vendors must adhere to Office Interiors' Vendor Code of Conduct or have their own ethics and compliance program is commensurate with the size and nature of their business. Such a program should:

- Include management systems, tools and processes that ensure compliance with applicable laws and regulations;
- Promote a commitment to ethical business practices;
- Provide training to employees on compliance requirements; and
- Conform to the expectations set forth in this Vendor Code of Conduct.

## CONTACT US

Employees of our vendors may raise concerns through Office Interiors' Confidential E-mail Portal: [concern@oi-va.com](mailto:concern@oi-va.com)

Online: at [www.oi-va.com/VENDOR](http://www.oi-va.com/VENDOR)

