

<b>R.A. SERAFINI, INC.</b> Gastonia, North Carolina		<b>QMS</b> <b>Control Copy</b>
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## Supplier Code of Conduct

Background: Our purpose is to build a better working world. To stay true to that purpose, we will continue to enhance the way we engage with our suppliers to encourage the continual improvement of the way we and our supplier base, address and manage important issues. Our revised expectations and minimum standards within the enclosed document are the product of not only the increasing regulatory environment globally with respect to issues, but also the increasing expectations of our clients and the community.

1. **Compliance with laws:** Suppliers shall comply fully with all laws and regulations applicable to them.
2. **Environmental sustainability:** R.A. Serafini expects its suppliers to demonstrate a clear understanding of the environment risks, impacts and responsibilities associated with the products and services they provide.
  - 2.1 Suppliers should have in place an effective environmental policy, statement or program to mitigate environmental risks, the implementation of which should be evident throughout all levels of the company.
  - 2.2 Suppliers should have processes in place to ensure that their operations conform to all applicable environmental legislation. All required environmental permits, approvals and registrations are to be obtained, maintained and complied with in accordance with the conditions and requirements defined therein.
  - 2.3 Suppliers should make practical efforts to minimize the use of energy, water and raw materials. Where possible, these should be renewable or sustainably sourced.
  - 2.4 Emissions to the air that are likely to cause pollution or contribute to climate change should be monitored, controlled and minimized where possible.

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2.5 Suppliers shall make practical efforts to eliminate or reduce levels of generated waste and should reuse and recycle waste materials wherever possible. The handling, storage, movement, treatment and disposal of all waste must be carried out in accordance with applicable regulations and in an environmentally responsible manner.

2.6 Suppliers should consider the environmental credentials and performance of vendors within their own supply chain and require them to operate to a minimum set of standards.

3. **Human rights and social sustainability:** Policies should be in place to confirm the supplier’s commitment to the following points, and improvement programs should be in place where relevant.

3.1 Freedom from forced labor, bonded labor and human trafficking:

- All employment shall be freely chosen by the worker. Workers shall be free to leave their employment at any time (subject to reasonable and paid notice periods) and shall not be subjects to any coercion or restriction through, for example, the holding of original copies of employee passports, identity documents, or monetary deposits. There shall not be any use of bonded labor. Work must be undertaken for fair compensation and must not be undertaken to repay a debt incurred.

3.2 Wages and benefits: At a minimum, the legal minimum wage standard must be adhered to across the entire workforce, employees should receive clear information on their wages, and unfair deductions from wages as disciplinary measure are not permitted.

3.3 Working hours: Working hours must be limited according to national or local law, including breaks. Overtime should be voluntary, should not replace regular employment and must be fairly compensated.

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3.4 Freedom of association, collective bargaining or parallel means: Employees have the right to join or form a trade union without facing discrimination or intimidation. Where freedom of association and collective bargaining is restricted under law, employees have the right to develop parallel means.

3.5 No harsh or inhumane treatment: Abuse, threat of abuse, and sexual or other harassment or intimidation should be prohibited by suppliers.

4. **Diversity and inclusiveness:** It is our commitment that diverse business enterprises shall have equal opportunity to compete for all goods and services to become preferred suppliers and/or subcontractors for the organization. R.A. Serafini is committed to the development and growth of diverse business enterprises and build a better working world and to expand networks to build trusted and enriched relationships.

5. **Ethics:** The highest standard of integrity is expected in all of our business dealings. Any and all forms of corruption, extortion, bribery (including facilitation payments), and embezzlement are strictly prohibited.

5.1 Suppliers must comply with all the applicable trade control laws and regulations in the import, export, re-export or transfer of goods and services (including software technology). All invoices and any customs or similar documentation submitted to R.A. Serafini or governmental authorities in connection with transactions involving R.A. Serafini must accurately describe the goods and services provided and the price thereof.