



## Supplier Code of Conduct

The Heliae Supplier Code of Conduct addresses issues of particular importance in our supply chain. It outlines the workplace standards and business practices that are consistent with our core values. At Heliae, we expect our suppliers to adhere to this Code as we work together for mutual success. We expect that you will take responsibility for ensuring your employees and suppliers are aware of our expectations and make every effort to exceed them.

### Business Conduct and Ethics

Heliae expects its suppliers to comply with all the applicable national and international laws, regulations, standards, and codes of practice in the jurisdictions in which it operates. Suppliers are expected to conduct its business in ethical, fair, and professional manner, which is free from corruption, exploitation, or in contraventions of any law.

### People

Diversity and inclusion are integral elements of Heliae's business strategy and essential to our culture and values. Suppliers to Heliae are to engage and manage people ethically and will comply with all laws, regulations, and standards in relation to:

- Providing a safe working environment
- Equal employment opportunity in the workplace
- Basic human rights

### Environmental Health & Safety

Suppliers must comply with all applicable environmental laws and regulations. And they must provide and maintain safe and healthy plant and office working conditions and comply with all laws and regulations applicable to workplace safety and health.

### Ethics and Business Integrity

- Bribery and Corruption  
Heliae expects its Suppliers to uphold the highest standards of business ethics, to respect local laws and not to engage in any form of corruption. Suppliers are expected to conduct reasonable due diligence to prevent and detect corruption in all business arrangements.
- Fair Competition  
Suppliers must comply with all applicable antitrust, competition and trade practices, laws, and regulations. In so doing, they are to refrain from any practices which unlawfully restrict competition.
- Gifts and Hospitality  
In any business relationship, Suppliers must ensure that the offering or receipt of any gift, entertainment, or business courtesy is permitted by law and regulation, for a legitimate purpose, reasonable, and not intended to influence.
- Conflicts of Interest  
Heliae expects its Suppliers and associates to immediately disclose and address situations where there is an actual, potential, or perceived conflict of interest, or even the appearance of a conflict of interest.
- Confidentiality  
Suppliers shall take the necessary measures to protect all Heliae confidential, sensitive, and personal information, and are expected to comply with all applicable laws and regulations governing the protection, use and disclosure of Heliae proprietary, confidential information.
- Non-Compliance Reporting  
The Heliae Supplier Code of Conduct applies to people and companies that do business with Heliae. Contact your Heliae representative with any questions on the Code. Violations of the Heliae Supplier Code of Conduct may be confidentially reported through: [www.hotline-services.com](http://www.hotline-services.com).