



Supplier Code

Introduction

Sustainability is one of ElevaIT's core values since the company was founded. We operate in such a way that the interests of all parties, directly or indirectly involved in our business, are served simultaneously. Our suppliers make an important contribution to the quality of our services. We therefore require our suppliers to embrace our standards and to comply with this Supplier Code, which is an integral part of our terms and conditions. It aims to ensure that the procurement of goods, works, and services takes place in a socially responsible and sustainable manner, and in conformity with our business principles.

The principles ElevaIT upholds regarding labor are those outlined in the International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work: freedom of association and the right to collective bargaining, elimination of all forms of forced or compulsory labor, effective abolition of child labor, and elimination of discrimination in respect of employment and occupation. Full details are available here: <http://www.ilo.org/declaration/lang--en/index.htm>.

ElevaIT is fully committed to upholding the highest ethical corporate standards. By making the Global Compact principles part of our strategy, culture, and day-to-day operations, we make sure that ElevaIT employees and our suppliers meet these fundamental obligations. The ten principles are regarded as part of our Business Principles.

Supplier Code

The purpose of this Supplier Code is to ensure that the procurement of goods, works, and services takes place in a socially responsible, ethically compliant manner and in conformity with ElevaIT's Business Principles. The Code therefore gives rise to obligations for our suppliers, and compliance with this Code is a critical factor in deciding whether we enter into and/or continue a relationship with a supplier. Suppliers are obliged to review all aspects of the Code and should be prepared to operate in compliance with the outlined principles. By signing up to the conditions of the Code, a supplier makes a binding commitment to abide by and uphold those conditions in relation to all ElevaIT business interactions. The conditions of the Code are also applicable to the supplier's own supply base (sub-suppliers and subcontractors), and the supplier is accountable for ensuring that compliance is assured across all aspects of supply. ElevaIT reserves the right to amend the Code.

Legislation

The supplier must follow all international, national, and local legislation with regard to health and safety, labor, and the environment. In addition, the supplier must hold all relevant permits before starting an assignment. Where permits are not in place, the supplier must obtain these permits as quickly as possible and within three months of being granted an assignment. Until the required permits are in place, ElevaIT will implement additional management controls to ensure business protection. The supplier will inform ElevaIT as soon as the required permits are in place. If local sector standards and/or international guidelines are stricter than legislation in effect locally, the supplier shall comply with these stricter requirements.

Management systems and certification

ElevaIT expects its suppliers to comply with high industry standards that are relevant for the supplier's industry and related to data protection and information security. If a supplier uses artificial intelligence (AI) as part of its

offerings to ElevaIT, the supplier will make sure that it uses AI ethically and responsibly, and in line with ElevaIT's AI principles. ElevaIT aims to work with suppliers who use certified quality management systems and standards (e.g., ISO 9001 and 14001). Suppliers must, depending on the services or products provided, be able to submit the following information:



- Relevant information on the impact of its business operations on human rights, the environment, and health and safety;
- Management information on the control of quality standards, anti-bribery and anti-corruption (ABAC), data privacy, and information security;
- The quantifiable objectives which the company has formulated in these areas and in what time frame it aims to achieve these; and
- Interim information relating to the degree to which the company is making progress on achieving the objectives set.

Monitoring and evaluation

To ensure that overall global governance targets are achieved, ElevaIT tracks and monitors Supplier Code adoption levels across the supply base. In addition, compliance with the Code will be discussed during critical supplier review meetings and as deemed appropriate at any other moment in time. Should there be reason to do so, ElevaIT may decide to audit a supplier on the relevant aspects of the Code. This audit may be carried out by ElevaIT or by a designated third party. If a supplier is not (yet) able to comply with the provisions of this Code, ElevaIT will discuss with that supplier what measures need to be taken in order to guarantee compliance with the Code in the near future. Non-compliance with the Code may result in either not entering into a relationship with a supplier or termination of an existing relationship. Termination of the supply relationship will include all entities of the supplier corporation.

Human rights

When working for ElevaIT, we expect our suppliers to understand and promote the importance of our human rights responsibilities in relation to all stakeholders, both within the ElevaIT Group and in any external business relationships. This includes the promotion of a diverse and inclusive workforce, also at our suppliers. We are especially committed to protecting those groups of people that are more vulnerable in the labor market. Vulnerable groups may vary per country and/or region, and may include children, disabled people, migrant workers, the LGBTI+ community, indigenous people, racial and ethnic minorities, and the long-term unemployed.

The supplier must respect human rights as set out in ElevaIT's human rights policy, and in accordance with international treaties and provisions. The supplier must be able to demonstrate that all its products and/or services are created without any violation of human rights, including, but not limited to, the absence of child labor and observance of employees' rights (no forced or bonded labor, protection of health and safety, fair working hours, no discrimination). Any form of non-compliance in respect of human rights may result in automatic termination of the supply relationship with ElevaIT.

Employees

The supplier must respect and enforce the principles regarding labor in line with ElevaIT's standards as outlined in the introduction. As set out in our health & safety policy, ElevaIT attaches the highest priority to health and safety

in our business, both for our corporate and temporary workers. We expect the same from our suppliers. In addition, the supplier must ensure that employees who go to ElevaIT locations are aware of the contents of this Code and the company rules in effect at ElevaIT (including the environmental rules). Supplier employees may be requested to complete ElevaIT's compliance training program when this is deemed relevant for the supplier employee's activities for ElevaIT. The supplier is also responsible for ensuring that its employees working for the ElevaIT Group have the qualifications, standards, and knowledge appropriate for the job. If the employees of a supplier are found to be in breach of any aspects of the Code, the supplier will be notified, and a plan of action must be agreed to ensure compliance is quickly achieved.

Anti-bribery



In accordance with our business principles, we do not offer, pay or accept bribes. ElevaIT declines gifts or hospitality that could create undue influence or the appearance of undue influence. The supplier must give its full cooperation to the prevention of bribery and corruption and ensure its employees and subcontractors do not in any way commit an act of bribery or corruption in violation of local legislation and international treaties. Unless of nominal value, any gifts or hospitality offered to ElevaIT employees shall be subject to approval of the employee's manager. Any form of non-compliance in respect of bribery and corruption will not be tolerated and will be investigated, which may result in termination of the supply relationship with ElevaIT.

Environment

In the realization that the world's natural resources are limited and fragile, ElevaIT considers environmental protection to be consistent with its overall goals and values, which makes it an important consideration in ElevaIT's overall activities. ElevaIT therefore expects suppliers to comply with all applicable environmental laws and regulations.

In accordance with its environmental policy, ElevaIT aims to work with suppliers who take targeted action with regard to a number of environmental aspects. These include:

- **Reduction of carbon footprint.** A supplier should aim to minimize the use of fossil fuels and to keep CO2 emissions as low as possible, using energy from sustainable sources where this is possible. It has practices in place for reducing consumption of natural resources, reusing materials, redirecting recyclable waste products for reclamation management, limiting business travel, and for purchasing recycled and environmentally friendly materials, each as relevant to the supplier's industry.
- **Reduction of waste and water consumption.** Within the framework of the applicable legislation, a supplier should have a procedure in place for the safe separation, handling, storage, transport, use/re-use and removal of waste, and the sustainable use and re-use of water.
- **Prevention of pollution.** A supplier should have clear objectives for reducing environmental pollution, implementing new technologies to do so where possible.