

# **GEOFF NEAL LITHO LIMITED**

## **SUPPLIER CODE OF CONDUCT**

We are fully aware of the responsibility we bear toward our customers, employees and the communities in which we work. We have therefore given ourselves a strict set of ethical values to guide us in our business dealings.

We expect all of our suppliers (i.e. all companies who do business with Geoff Neal Litho Limited) to adhere to the same ethical principles. For this purpose, we have drawn up this Supplier Code of Conduct, which sets the standards for doing business with Geoff Neal Litho Limited.

### **Laws and Ethical Standards**

The supplier shall comply with all laws applicable to its business. The supplier should support the principles of the United Nations Global Compact (“UNGC”), the Universal Declaration of Human Rights as well as the International Labour Organisation’s Declaration on Fundamental Principles and Rights at Work, in accordance with national law and practice.

### **Child Labour**

The supplier shall uphold the effective abolition of child labour in accordance with Principle 5 of the UNGC.

### **Forced Labour**

The supplier shall not make use of forced or compulsory labour.

### **Compensation and Working Hours**

The supplier shall comply with the respective national laws and regulations regarding working hours, wages and benefits.

### **Discrimination**

The supplier shall not discriminate based on the diversity and heterogeneity of the individuals in the company with regard to race, religion, disability, sexual orientation and gender amongst others.

### **Health and Safety**

The supplier shall comply with applicable occupational health and safety laws and regulations and provide a safe and healthy working environment so as to prevent accidents and injury.

### **Business Continuity Planning**

The supplier shall be prepared for any disruptions of its business (e.g. natural disasters, terrorism, software viruses, illnesses and infectious diseases).

### **Improper Payments/Bribery**

The supplier shall comply with international anti-bribery standards as stated in the UNGC as well as local anti-corruption and bribery laws. In particular, the supplier may not offer services, gifts or benefits to Geoff Neal Litho Limited's employees, temporary workers or contractors in order to influence their conduct in representing Geoff Neal Litho Limited. Any gifts will be returned to the supplier.

### **Environment**

The supplier shall comply with all applicable environmental laws, regulations and standards as well as implement an effective system to continually improve their environmental performance.

### **Business Partner Dialogue**

The supplier shall communicate the principles stated in this Supplier Code of Conduct to its subcontractors, suppliers and other business partners who are involved in supplying the products and services ultimately to us and require such parties to adhere to the same standards.

### **Compliance with the Supplier Code of Conduct**

Geoff Neal Litho Limited reserves the right, upon reasonable notice, to check compliance with the requirements of this Supplier Code of Conduct. Geoff Neal Litho Limited encourages its suppliers to implement their own binding guidelines for ethical behaviour.

Any breach of the requirements stipulated in this Supplier Code of Conduct is considered a material breach of contract by the supplier incapable of remedy.