

Supplier Code of Conduct

MicroWarehouse Limited

At MicroWarehouse Limited, we are committed to conducting our business in an ethical, legal, and socially responsible manner. We value our suppliers as our partners and expect them to share the same commitment and adhere to the following principles:

Compliance with Laws and Regulations

Suppliers must comply with all applicable laws and regulations in the countries where they operate, including but not limited to those related to labour, health, safety, environment, anti-corruption, and human rights. This means that suppliers must:

- Maintain accurate and transparent records of their business activities and transactions.
- Respect the intellectual property rights of MicroWarehouse Limited and others and protect any confidential information entrusted to them.
- Obtain and renew the necessary permits and licences for their operations and report any violations or incidents to the relevant authorities and to MicroWarehouse Limited.

Respect for Human Rights and Labour Standards

Suppliers must treat their workers with dignity and respect and provide them with fair and equal opportunities. This means that suppliers must:

- Prohibit any form of discrimination, harassment, abuse, or violence in the workplace based on race, colour, religion, gender, age, national origin, disability, sexual orientation, or any other protected characteristic.
- Respect the rights of workers to freely associate and bargain collectively, in accordance with local laws and regulations.
- Ensure that all workers are of legal age and have the right to work in the country where they are employed.
- Pay their workers at least the living wage and provide them with the legally required benefits and overtime compensation.
- Limit the working hours of their workers to the maximum allowed by local laws and regulations and provide them with adequate rest periods and breaks.
- Provide their workers with a safe and healthy work environment that meets or exceeds the applicable standards and regulations.

- Take appropriate measures to prevent, identify, and address any potential or actual risks or impacts on the health, safety, and well-being of their workers, customers, communities, and the environment.

Environmental Responsibility

Suppliers must comply with all applicable environmental laws and regulations and obtain and maintain the necessary permits and licences for their operations. This means that suppliers must:

- Minimise their environmental footprint by reducing their consumption of energy, water, and natural resources, and by preventing and minimising their emissions, waste, and pollution.
- Implement effective environmental management systems and practices to monitor and improve their environmental performance.
- Adopt and promote the principles of circular economy and sustainability in their products and services, such as by using renewable or recycled materials, designing for durability and recyclability, and offering repair or reuse options.

Business Integrity

Suppliers must conduct their business with honesty, integrity, and transparency. This means that suppliers must:

- Avoid any actual or potential conflicts of interest that may interfere with their relationship with MicroWarehouse Limited or compromise their objectivity and professionalism.
- Not offer, give, solicit, or accept any bribes, kickbacks, or other improper payments or benefits, directly or indirectly, to or from any person or entity, including public officials, customers, or competitors, in order to obtain or retain business or gain an unfair advantage.
- Not engage in any form of fraud, deception, collusion, price-fixing, bid-rigging, or other anti-competitive or unethical practices.

MicroWarehouse Limited reserves the right to monitor and audit the compliance of its suppliers with this Code of Conduct and to terminate or suspend the business relationship with any supplier that fails to comply with this Code of Conduct or to take corrective actions within a reasonable time frame.

We appreciate the cooperation and support of our suppliers in upholding the highest standards of ethical and social responsibility in our supply chain. Together, we can make a positive difference for our customers, our communities, and our planet.