

1. Introduction

For AutoStore, sustainability is as much about the solutions, products, and services we offer as to how we run our business and treat our employees and partners. It's important that we stay true to those values, which is why we've introduced an Environmental, Social, and Governance (ESG) tracking program.

Making sure we're always accountable and on-task to meet our sustainability goals is now a permanent part of the AutoStore culture. Today, we keep constant watch over our behaviors with the goal of releasing an annual report detailing year-over-year progress in key metric categories such as the environment, diversity, and ethics.

Taking this into consideration we want to going together with our suppliers thru exciting and challenging road, we would like to be ensured that the root principles related to business ethic are conducted accordingly. Therefore there a couple of requirements for our partners related to Supply Chain Business Ethic which must be fulfilled.

Details related to ESG report might be find here :

<https://www.autostoresystem.com/sustainability>

Responsible: Modestas Genys	Approved by: Bartłomiej Gienza	Approved date: 30.11.2023	Revision: 2
Filename: APL-P012 Supply Chain Business Ethic Code - R01.docx	Department: Quality (PL)	Process:	

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AutoStore Supply Chain Business Ethic Requirements

General rules

Suppliers shall comply with laws and regulations of all countries in which they operate, deliver and/ or sell goods and services, and also act accordingly to them. In case the local legal requirements are less stringent than mentioned here international standards, suppliers are required to comply with the most up to date international standards. Suppliers shall respect human rights and minimize the environmental impact their activities or companies may cause. Suppliers need to implement the requirements of this Code of Conduct in their supply chain.

Labor and social policy Prohibition of Child Labor

AUTOSTORE respects the rights of children to education and their development. Suppliers are prohibited from employing children in violation of the International Labor Organization (ILO Convention concerning the lowest age of admission to employment No. 138, 182). The lowest age of admission to employment should be the lowest legal age in the country or the age of completing the compulsory education in that country, where the higher age forms the above shall apply.

Prohibition of forced labor

Under no circumstances may suppliers use, promote, or otherwise encourage the use of forced labor. Forced labor may, with no limitation to include limiting the movement of persons; withholding payment of salary or identification documents to keep the person in the workplace; maintaining them in a state of false indebtedness or setting off remuneration which they cannot avoid; loss of social status (see ILO Convention No. 29, 105). Suppliers shall ensure that employees understand their rights regarding remuneration, overtime and keeping their identification documents. Suppliers shall ensure that employees are treated fairly and that their rights are respected. Suppliers shall pay particular attention to compliance with these principles when the employees are employed by third parties.

Working hours

Working hours (and overtime) must comply with applicable laws and regulations, collective bargaining agreements and international conventions. Suppliers shall reject overtime as a substitute for insufficient regular salary. Overtime payments shall be made based on relevant legal provisions and/ or collective bargaining agreements. Threatening the employee with a penalty to force him to perform work or services outside normal daily working hours shall be prohibited.

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Fair wage

Suppliers shall comply with all applicable laws and regulations, including minimum wages, overtime and benefits imposed by law. Suppliers shall pay rates that are not lower than the rates specified for the trade or industry in which the work is performed. In countries where there are no legal requirements regarding the minimum wage, the basis for its determination will be paragraph 131 of the ILO Convention. The employees have their rights to fair wage always paid on time.

Non-discrimination and equal wage

AUTOSTORE respects cultural differences. Suppliers shall not discriminate or marginalize any employees because of their race, skin color, age, sex, sexual orientation, ethnicity, disability, religion, political affiliation, trade union membership, ethnic origin, social origin or marital status in their recruitment and employment processes, such as job applications, promotions, awards, access to training, job assignments, salaries, allowances, discipline, termination of employment or retirement (see ILO Convention 100, 111).

The right to organize gatherings and the right to association

Suppliers shall respect the right of employees to freely associate, create employee organizations and join self-elected employee organizations, use employee representation and collective bargaining agreements in accordance with applicable laws and regulations. Suppliers shall ensure that representatives of such employees will not be discriminated (see ILO Convention 87, 98). Suppliers must strive for a fair relationship between their economic interests and those of their employees.

Health and safety

Suppliers shall ensure that the risks to their employees, contractors, and members of the public regarding health and safety arising from their activities are limited.

AUTOSTORE requires suppliers to carry out their activities in a safety manner, in accordance with all legal provisions, approved codes of conduct and best industry practices. Suppliers are also expected to have a clear commitment to health and safety management, as well as effective and proactive policies and procedures. Suppliers should support guaranteeing and creating safe working environment. AUTOSTORE will very seriously analyze and actively monitor the occurrence of accidents, as well as require full disclosure of statistics. At the request of AUTOSTORE the suppliers shall provide their health and safety indicators, risk assessment and improvement plan.

Environment

Environmental policy

Suppliers shall implement actions to improve environmental protection during the product life cycle; in the field of design, development, production, transport, utilization or recycling. AUTOSTORE expects from its suppliers to strive to save valuable resources, less energy usage and create less waste and emissions through sustainable usage. Products and services shall then continue to be exceptionally environmentally friendly in the future. In order to meet international standards suppliers shall cooperate more closely with local offices and relevant state institutions at local level.

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Natural resources protection

Suppliers shall be focused on reducing the use of raw materials and resources, as well as eliminating waste generated as part of their activities. Appropriate processes should be implemented.

Conflict materials

AUTOSTORE expects its suppliers to promote principles and practices of social responsibility through the entire supply chain and to give great importance to ethics in procurement. The delivery and ordering of conflict materials such as tin, tantalum, tungsten or gold require particular monitoring in terms of transparency, security and the latest EU regulations.

Reduction of CO2 emissions and water consumption

Suppliers should support the development of technologies to reduce CO2 emissions and water consumption, as well as recycling solutions and to implement logistic strategies that minimize overall environmental impact.

Principles of business ethics

Fair competition

All suppliers are committed to fair competition and not to distort it, as well as to comply with all applicable antitrust laws. They are required to avoid anti-competitive agreements with competitors, suppliers, distributors, agents and customers, as well as anti-competitive practices.

No corruption, bribery and money laundering

Suppliers are required to comply with all anti-corruption laws. The use and tolerance of any form of corruption is prohibited. Suppliers shall not offer bribes to their business partners or accept bribes, or other illegal benefits, from them. Suppliers shall not offer AUTOSTORE employees gifts or other personal benefits resulting from relationships with suppliers. Suppliers are required to comply with all money laundering laws.

Data protection

Suppliers shall comply with all applicable data protection laws. In particular, suppliers shall act in an appropriate manner to ensure the personal data protection of AUTOSTORE employees, clients or other personal data, processed as part of business relations with AUTOSTORE.

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Respect and protection of intellectual property

Suppliers shall respect and protect the intellectual property rights of AUTOSTORE and AUTOSTORE customers. They will protect and use confidential information properly and only for the purpose of business relationship.

Compliance with international trade regulations

Suppliers shall ensure that transactions with third parties do not violate applicable sanctions, international trade embargoes or regulations, import and export controls or international financing anti-terrorist regulations. The supplier shall use the appropriate measures to comply with the above.

Supplier represents and warrants that as at the date hereof and throughout the term of its agreement(s) with AUTOSTORE, neither

- (a) the Supplier;
 - (b) any member(s) of its board of directors, or any of its officers;
 - (c) any individual, government, company or other entity that directly or indirectly owns 50% or more of, or in any other way controls the Supplier; nor
 - (d) any of its contractors or their contractors and subcontractors insofar as involved in performance of the agreement(s) with AUTOSTORE (or any individual, government, company, organisation or other entity that directly or indirectly owns 50% or more of, or in any other way controls, such subcontractors or their subcontractors),
- is subject to sanctions or restrictive measures implemented by or listed on any sanctions list published by the United States, The United Nations, The United Kingdom, The European Union and/or Norway.

The Supplier further represents and warrants that the Supplier shall take any and all necessary steps to ascertain if it has breached any of the representation and warranties of this clause as at the time of entry into of any agreement(s) with AUTOSTORE and on a continuing basis during the term of such agreement(s), and in the event of such breach, promptly notify AUTOSTORE in writing of such breach.

A breach of the obligation under this clause shall entitle AUTOSTORE to terminate its agreement(s) with Supplier.

Audit

At the AUTOSTORE request the suppliers shall submit all necessary and/ or required documents confirming compliance with this Code of Conduct. The Supplier shall inform AUTOSTORE without undue delay of any violation of the principles of this Code of Conduct, or of such presumptions, as well as provide the recovery plan to remedy such violation that AUTOSTORE will be able to accept. In addition, the supplier grants AUTOSTORE the right, in the extent permitted by applicable law, to conduct individual, announced tests, to a reasonable extent and where applicable, to ensure that the supplier complies with this Code of Conduct.

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APL-P012 Supply Chain Business Ethic Code
- R01 EN

The supplier confirms:

- (1) receipt of the " Business Ethic Requirements of AutoStore Sp. z o.o.";
- (2) Recognition and compliance with the principles of the "Business Ethic Requirements for suppliers of AutoStore Sp. z o.o.

” _____

Name and Surname / Company name

Supplier's Address

Signature

Name and surname / Name with capital letters

Title

Place / date Contact person responsible for matters related to sustainable development:

Name and surname with capital letters / e-mail

Title / Telephone

(If the supplier refuses to sign the **Business Ethic Requirements** for AutoStore suppliers because of his own Code of Conduct, which is more extensive than the rules set out in the Supplier's **Business Ethic Requirements**, please feel free to contact us immediately and provide a written statement containing detailed information about supplier's rules / obligations).

This statement should be signed by a person duly authorized to sign it on behalf of the supplier. This declaration must be returned within 10 working days of receipt.

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Review Log

Rev	Date	Resp	Description
00	2021-12-10	K.Brzozowski	Document created.
01	2023-11-23	M.Genys	New clause "Compliance with international trade regulations" created

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