



## SUPPLIER CODE OF CONDUCT

**Dear UBC Chemical Supplier,**

At UBC Chemical, our commitment to Corporate Social Responsibility extends beyond our legal obligations. This approach shall reflect how we conduct our business and how we engage with each other and business partners to continuously improve our performance.

UBC Chemical requires all external suppliers and their subcontractors to comply with our companies Code of Conduct. The Code applies to all actors in the supply chain back to the origin of the raw material. The Code may include higher standards than required by national law. Should any requirement in the Code violate applicable law, the law takes precedence.

As part of our business ethics, we aim to do business with honest and committed suppliers. We expect our suppliers to;

- Comply with applicable laws and regulations in the countries they operate
- Follow a zero-tolerance policy towards all aspects of corruption and bribery
- To treat their employees with respect and dignity
- To manage production in an environmentally responsible manner
- Where possible support and increase the usage of renewable energy sources

By signing the Supplier Code of Conduct and returning back to us, you will be committing yourself to comply with the business principles described below. We also expect you to maintain necessary documentation to demonstrate compliance with the requirements of the Supplier Code of Conduct at all times. When written we expect the documentation to be made available.

Should a supplier or business partner fail to comply with our requirements, as a first resort we will try to solve the situation via cooperation and communication, as a last resort, terminate the relationship.

We're kindly asking for your cooperation.

Yours faithfully,

Burak Erenoglu

CEO,



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As Supplier of UBC Chemical I hereby agree to conduct my business according to the following principles;

- All employment is freely chosen
- Working conditions are safe and hygienic
- Child labour is not used
- Wages are fair and comparable to industry standard and will always exceed the minimum wage.
- Deductions from wages as a disciplinary measure shall not be permitted
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided for those who are employed on a permanent contract.
- No harsh, cruel or degrading treatment or practices are allowed
- No bribery, corruption, blackmailing or bullying is permitted.
- Third party suppliers and buyers are both free to sell and buy from any number of other businesses. No restrictions, as a way of guaranteeing business are allowed

#### **Business Ethics**

We do not accept or offer bribes in any form and we work against all forms of bribery, corruption and unlawful trade practices in our business operations.

We are committed to demonstrating ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase. We are committed to monitoring social standards in our supply chain and we encourage our suppliers to operate the same ethical standards we employ ourselves.

#### **Human Rights**

We support and respect internationally declared human rights and treat our employees fairly, equally and with respect.

We are committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. We establish recognised relationships with our employees in accordance with existing legislation in Turkey or in any Country where we are obtaining products or sub-contracting. All employees are provided with an easy to read, formal contract of employment with particular clarity in relation to wages.

#### **Child Labour**

We are against the use of child labour and believe its long-term elimination is ultimately in the best interests of children.

We will not employ children or young persons under 18. All workers must have reached the age of 18, or have reached the minimum legal working age under national law, whichever age is the higher.



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Young person refers to any worker over the age of a child, as defined above, under the age of 18.

### **Working conditions are safe and hygienic**

We will as a minimum follow and comply with the standards according to the local laws and regulation regarding to the work place environment. Accidents and work-related injuries must be prevented and will not be taken lightly.

### **Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.**

Wages, benefits, overtime compensation and working hours in our operations shall at the very least comply with national legislations and laws.

- Staff pay rates are above the national legal minimum standards
- Staff are not forced to work in excess of 45 hours per week
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and the employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- No deductions are made from wages as a disciplinary measure and pay slips detailing lawful deductions are provided for each pay period.
- Labour only, contracting, sub-contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws

### **Forced Labour**

Every employee has the right to leave their job freely. Every employee will be employed by his or her own free will and we will not engage in any form of forced or compulsory labour.

### **No discrimination is practised**

There is no discrimination in pay, hiring, compensation, access to training, promotion and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.

Opportunities for personal and career development are equally available to all employees.

No harassment, threats, abuse or intimidation shall be practised. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

### **Environmental Impact**

We're continuously working to reduce our negative impact on the environment and searching for alternative natural sources to reduce our energy consumption and wastewater volume.

Our understanding of sustainable development implies not compromising the ability of future generations to meet their own needs.



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### INDICATION OF COMPLIANCE

"We have read, understood and confirm that we live up to UBC Chemical's requirements for the categories described above and we will support UBC Chemical with the necessary documentation to demonstrate compliance"

**Date:**

**Company name:**

**Name and function:**

**Stamp and signature:**