

# Supplier Declaration

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Tech Trade has prepared this Supplier and Subcontractor Declaration which all suppliers and subcontractors are requested to sign.

## Compliance with Laws

As a supplier or subcontractor to Tech Trade we will comply with all applicable laws and regulations. We will align our conduct with the Ten Principles of the UN Global Compact and the UN Declaration of Human Rights; and with other international laws and codes of conduct where such are applicable.

## Improper Payments

As a supplier or subcontractor to Tech Trade we will not, in order to obtain or retain business or other advantages in the conduct of business, offer, promise or give any undue advantages to a public official or a third party to make the official act or refrain from acting in relation to the performance of her/his official duties. This applies regardless of whether the advantage is offered directly or through an intermediary.

As a supplier or subcontractor to Tech Trade we will follow international legislation on bribery and corruption.

## Gifts, Hospitality and Expenses

As a supplier or subcontractor to Tech Trade, we are aware that Tech Trade does not accept any gifts or hospitality from its suppliers, and we will therefore not offer gifts and other favours to Tech Trade, Tech Trades employees, representatives, partners, or anyone closely related, except for promotional items of minimal value, normally bearing a company logo.

Hospitality such as social events, meals or entertainment may be offered, provided there is a clear business reason. The costs related to such hospitality must be kept within reasonable limits. Travel, accommodation, and other expenses for the individual, representing Tech Trade, will always be paid by Tech Trade, unless other arrangements are agreed in the contract.

Gifts, hospitality, expenses, or other favours shall not be offered or received in connection with contract bidding, evaluation, or award.

## Conflict of Interest

As a supplier or subcontractor to Tech Trade we, and our employees, will not take part in or seek to influence any decision in circumstances that can give rise to an actual or perceived conflict of interest. Such circumstances may be a business interest or a personal interest in the subject matter – economically or otherwise – directly or through someone closely related. If we become aware of potential conflict of interest, we will notify Tech Trade without delay.

## Health and Safety

As a supplier or subcontractor to Tech Trade we will work ambitiously, through continuous improvement, for a healthy, safe, and secure work environment which as a minimum is in accordance with applicable laws and regulations. As a supplier to Tech Trade, we will strive to have the best possible management system for HSE.

## Environment

As a supplier or subcontractor to Tech Trade we will work to minimize negative impacts on the environment, taking into consideration the full life cycle of our products. We will work to achieve energy efficiency and minimize harmful discharge, emissions, and waste production. We will comply with national environmental legislation and discharge permits.

## Minimum Age of Labour

As a supplier to Tech Trade, we will not employ children below the age of 15. We shall secure that persons under the age of 18 do not perform any hazardous work.

### **Forced Labour**

As a supplier or subcontractor to Tech Trade we will not engage or employ people against their own free will, nor will personnel be required to lodge “deposits” or identity papers upon commencing employment. As a supplier or subcontractor to Tech Trade we will not engage or employ people through any form of forced labour as defined by international labour standards.

### **Freedom of Association & Right to Collective Bargaining**

As a supplier or subcontractor to Tech Trade we recognize that our employees are entitled to be union members and to be represented in collective bargaining agreements. In countries where these rights are restricted, we will provide our employees with opportunities to influence their work situation.

### **Working Hours & Wages**

As a supplier or subcontractor to Tech Trade we will comply with local law and agreements regarding working hours. As a supplier or subcontractor to Tech Trade we will ensure that wages paid to employees and hired labour are considered fair and in compliance with local law and agreements.

### **Employment Practices**

As a supplier or subcontractor to Tech Trade we will treat our employees and hired labour equally and fairly. We will not accept any form of harassment or discrimination based on age, gender, religion, or any other reason.

### **Anti-Discrimination and harassment**

As a supplier to Tech Trade, we will treat our employees and hired labour equally and fairly. We will not accept any form of harassment or discrimination based on age, gender, religion or any other reason. We will promote equal opportunity and fair treatment in employment and occupation for our employees and hired labour, including migrant workers.

### **Minority Rights**

As a supplier or subcontractor to Tech Trade we will pay special attention to the rights, requirements, values and integrity of indigenous peoples and other minority groups affected by our operations. To the extent our work may affect indigenous peoples or other minority groups, a process to minimize and manage such impacts will be undertaken.

### **Security Resources**

As a supplier or subcontractor to Tech Trade, we will observe strict requirements for the selection of security contractors to avoid human rights risks in countries where security firms are not properly regulated.

### **Selection of Business Partner, Agents, and other Intermediaries**

As a supplier or subcontractor to Tech Trade we will promote that potential business partners, agents and intermediaries adopt the principles set forth in this Supplier and Subcontractor Declaration.

### **Standards towards own Suppliers and Subcontractors**

As a supplier or subcontractor to Tech Trade we will promote the implementation of the principles set forth in this Supplier Declaration towards own suppliers.

### **Supplier Declaration**

By signing this document, we confirm that we fulfil the requirements in the Supplier and Subcontractor Declaration. We agree that Tech Trade may audit our practices in the aforementioned areas to make sure we comply with the requirements. We are aware that where a deviation cannot be improved the business relations may be terminated.

Please see next page.

For an on behalf of Supplier

Full Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_