

# **SUPPLIER CODE OF CONDUCT**

## **Ethics:**

Suppliers are expected to:

Promote an organizational culture that encourages ethical conduct and compliance with applicable laws, your company values, code of conduct, and policies.

Provide an avenue(s) for employees to raise ethical and legal concerns without the fear of retaliation.

Take the necessary actions to prevent, detect, and appropriately resolve concerns, including retaliatory behaviors.

## **Business Courtesies:**

Suppliers are prohibited from offering or making any improper payments of money or anything of value (including kickbacks, favors, cash, gifts, gratuities, entertainment, or business courtesies) to Micro employees, government officials, political parties, candidates for public office, or other persons that could be considered to improperly influence business decisions.

## **Political Contributions and Charitable Donations:**

Suppliers are not authorized to make any type of political contributions or charitable donations on behalf of Micro Instrument Corp.

## **Conflicts of Interest:**

Suppliers must disclose to a Micro resource any actual or potential conflicts of interest. This would typically include, but is not limited to, your employee working directly with a Micro employee where a personal relationship exists (family member, romantic partner, or friendship) or as well as a competitor of Micro.

## **Fair Competition:**

Suppliers must comply with anti-competition and antitrust laws and are prohibited from fixing prices, colluding or rigging bids with competitors, allocating customers or markets with competitors, or exchanging any pricing information with Micro competitors.

## **Environment, Health and Safety:**

Suppliers are expected to:

Conduct your business, including the provision of products to Micro, in compliance with all applicable national and international environmental, health, and safety regulations.

Protect the health, safety and welfare of employees and visitors affected by operations.

Minimize environmental impacts including the use of materials and packaging that are environmentally considerate and reusable/recyclable.

**Quality:**

Suppliers shall maintain a quality assurance system acceptable to Micro and are to ensure your work products meet Micro quality standards.

**Employment Practices:**

Suppliers are to comply with all applicable employment related laws, including wage and working hour laws.

**Substance Abuse-Free:**

Suppliers are to maintain a workplace free from the illegal use, possession, sale, or distribution of controlled substances.

**Non-Harassment / Non-Discrimination:**

Suppliers are expected to ensure that your employees are afforded a workplace that is free from physical, psychological, and verbal harassment, or other abusive conduct.

Suppliers shall not discriminate based on race, color, religion, age, national origin, ancestry, ethnicity, gender, gender identity, sexual orientation, marital status, military/veteran status, mental or physical disability, genetic information, citizenship status, political affiliation or membership in any other group protected by federal, state, or local law.

**Human Trafficking:**

Suppliers must adhere to the regulations prohibiting human trafficking and comply with all applicable local laws in the countries in which you operate.

This includes:

Preventing your employees from engaging in any human trafficking-related activities such as procuring commercial sex acts, using child labor, and using forced labor.

**Child labor:**

Refers to any person under the minimum legal age for employment where the work is performed.

Avoid misleading or fraudulent recruiting and employment practices (e.g. charging recruiting fees, denying access to an employee's identity or immigration documents, failing to disclose key terms and conditions of employment, and failing to provide return transportation).

Educating your employees on prohibited trafficking activities, disciplining employees found to have violated the law, and notifying a Micro Resource of any violations.

**Trade Compliance:**

Suppliers must adhere to all import/export laws that regulate the transfer of certain military or commercial products, information/technical data, technology, and defense services, including compliance with all licensing, customs, end use and classification requirements.

**Anti-Boycotts:**

Suppliers must not participate in, cooperate with, or further the cause of any unsanctioned foreign economic boycott in accordance with the 1977 Export Administration Act and the 1976 Tax Reform Act.

**Confidential Information:**

Suppliers are to safeguard (secure through physical and electronic controls, and avoid misuse or disclosure) Micro or other third party confidential, proprietary, and personally identifiable information, even after the business relationship with Micro concludes. Suppliers shall only use confidential, proprietary, and personally identifiable information for the business purpose for which it was intended, unless Micro provides written authorization otherwise.

**Intellectual Property (IP):**

Suppliers are to comply with U.S. laws governing intellectual property rights, including the protection of patents, copyrights, and trademarks. Suppliers are not permitted to use the Micro logo on business cards, websites, or other Supplier printed materials without advanced, written approval from Micro.

**Non-Harassment on Micro Premises:**

Suppliers shall advise their personnel that sexual harassment, bullying and any form of discrimination is strictly prohibited on Micro's premises. Any violation of Micro's or Governmental Anti-Harassment and/or Discrimination rules may result in the removal of the offender from Micro's premises. Supplier, at its own expense, shall replace any offender so as to timely complete supplier's contractual agreement.