



## **Supplier Code of Conduct for Sapience Automation LLC (revised 20-July-2024)**

### **1. Compliance with Laws and Regulations**

Suppliers must strictly adhere to all applicable local, state, national, and international laws. This includes labor laws, environmental regulations, and anti-corruption statutes. Suppliers should implement a compliance management system to regularly assess and ensure adherence to these laws. Regular training sessions should be organized for employees to familiarize them with legal requirements and ethical standards.

### **2. Labor Practices**

Suppliers are required to provide a safe and healthy work environment that includes proper safety equipment, regular health checks, and emergency preparedness plans. Fair labor practices must be upheld; this means no forced, bonded, or indentured labor is allowed. Suppliers should ensure that all workers receive fair compensation and should maintain accurate employment records and ensure that all employees are of legal working age, with checks in place to prevent child labor.

### **3. Environmental Responsibility**

Suppliers must actively work to minimize their environmental impact by adopting comprehensive environmental management practices. This includes developing waste reduction strategies, conserving energy, and utilizing renewable resources. Suppliers should have a documented environmental policy, comply with local and international environmental laws, and promote a culture of environmental stewardship. Regular assessments of environmental impact and sustainability initiatives should be conducted.

### **4. Ethical Business Practices**

Suppliers must conduct their business with integrity and transparency. This includes prohibiting any form of corruption, bribery, or fraudulent activity and ensuring that all business dealings are conducted in an ethical manner. Suppliers should maintain accurate and honest records of transactions and comply with all relevant advertising and marketing laws. They should promote fair competition and respect the rights of competitors.

### **5. Confidentiality and Intellectual Property**

Suppliers are required to respect the confidentiality of Sapience Automation LLC's proprietary information and intellectual property. Strict measures should be established to protect sensitive information from unauthorized access. Suppliers must not disclose any confidential information without prior written consent and should ensure that all employees are trained on confidentiality requirements.



## **6. Continuous Improvement**

Suppliers are encouraged to implement systems for continuous improvement in their operations. This includes regularly reviewing and enhancing their practices related to quality, efficiency, and sustainability. Suppliers should seek certifications in recognized quality management systems (e.g., ISO 9001) and invest in employee training programs to foster a culture of continuous improvement.

## **7. Reporting Violations**

Suppliers should implement clear and accessible mechanisms for reporting violations of this Code of Conduct. Employees should feel safe to report any unethical behavior or violations without fear of retaliation. Regular communication about reporting channels should be maintained.

## **8. Monitoring and Enforcement**

Sapience Automation LLC reserves the right to monitor compliance with this Code of Conduct. This may include conducting audits, requiring documentation, and reviewing supplier policies and practices. Non-compliance may lead to corrective actions or termination of the supplier relationship.

## **9. Training and Development**

Suppliers should provide regular training to their employees regarding this Code of Conduct and ethical business practices.

Any questions can be directed to [sheryl.myc@sapienceautomation.com](mailto:sheryl.myc@sapienceautomation.com).