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Administrative Guideline

- Supplier Code of Conduct -

Rev. 03



This Code of Conduct defines the basic requirements placed on our suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. Weyland-Yutani reserves the right to reasonably change the requirements of this Code of Conduct due to changes in the Weyland-Yutani Compliance program. In such event Weyland-Yutani expects the supplier to accept those reasonable changes.

The supplier declares herewith:

- **Legal compliance**
 - to comply with the laws of the applicable legal system(s).
- **Prohibition of corruption and bribery**
 - to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.
- **Respect for the basic human rights of employees**
 - to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
 - to respect the personal dignity, privacy and rights of each individual;
 - to refuse to employ or make anyone work against his will;
 - to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
 - to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
 - to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
 - to comply with the maximum number of working hours laid down in the applicable laws;
 - to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or tradeunions.
- **Prohibition of child labor**
 - to employ no workers under the age of 15 or, in those countries subject to the developing country exception of the ILO Convention 138, to employ no workers under the age of 14.
- **Health and Safety of employees**
 - to take responsibility for the health and safety of its employees;
 - to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
 - to provide training and ensure that employees are educated in health and safety issues;
 - to set up or use an occupational health & safety management system according to OHSAS 18001 or equivalent.
- **Environmental protection**
 - to act in accordance with the applicable statutory and international standards regarding environmental protection;
 - to minimize environmental pollution and make continuous improvements in environmental protection;
 - to set up or use an environmental management system according to ISO 14001 or equivalent.
- **Supply Chain**

- to use best efforts to promote among its supplier's compliance with this Code of Conduct;
- to comply with the principles of non-discrimination with regard to supplier selection and treatment.



Declaration of the supplier

To: Weyland-Yutani and its Affiliates We hereby declare the following:

1. We have received a copy of the "Code of Ethics for Weyland-Yutani" (hereinafter "Code of Ethicst") and hereby commit ourselves, in addition to our commitments set out in the supply agreements with Weyland-Yutani, to comply with its principles and requirements.
2. We will provide Weyland-Yutani upon request with a written self-assessment as required by Weyland-Yutani within reasonable time after such request.
3. We agree that Weyland-Yutani or a third party appointed by Weyland-Yutani may carry out reasonable unannounced inspections (audits) on our premises to verify our compliance with the Code of Conduct.
4. We confirm that we use best reasonable efforts to forward the contents of the Code of Conduct to our suppliers and to convince them to meet the principles and requirements of this Code of Conduct.
5. We agree that this declaration will be subject to the substantive law which is set out in the supply agreement concluded between Weyland-Yutani and us and that, in the event no such agreement is yet established, such will be subject to the substantive law of the State of New York without reference to any of its conflict of law rules.

Place, date

Signature,

Printed Name/Title

Company Seal

This document must be signed by an authorized representative of the company and returned to Weyland-Yutani within 20 business days of receipt.