

Supplier Code of Conduct

IPG Genesis, we understand that a strong commitment to compliance and ethics is the foundation of a successful business. We are committed to ethical business conduct and compliance with applicable laws, regulations, and policies, and we expect our contractors, consultants, suppliers, their employees, sub-contractors (collectively, “suppliers”) to share this commitment. Suppliers should review the **Quality Policy** (policy), **Technical Specification Requirement**, and **Supplier Quoting and Order Fulfillment Standards** to ensure comprehension.

This **Supplier Code of Conduct** (Code) emphasizes a few important principles and standards of conduct in addition to the policy that suppliers must adhere to as they provide goods and services to IPG Genesis or on behalf of IPG Genesis.

Additional requirements that are specific to the work that is being undertaken by a supplier may be specified in purchase specific details or shared by the supplier’s IPG Genesis business contact. The supplier is expected to understand and comply with requirements along with all applicable laws and regulations for their location and industry; even those not defined within this document.

Use of Drugs and Alcohol: IPG Genesis maintains a workplace that is free from the effects of illegal drugs, abuse of prescription drugs and the misuse of alcohol. The company will not tolerate or condone alcohol misuse or substance abuse. The use, possession, purchase, sale, transfer, or sharing of illegal drugs during the execution of work for or on behalf of IPG Genesis, or while on IPG Genesis property, is prohibited.

Weapons in the Workplace: IPG Genesis strictly prohibits weapons of any type on company property and at any company-sponsored events. This includes visible or concealed firearms, knives with blades over 4”, explosive devices or any other weapons that could be used to threaten, harass, intimidate, injure or cause harm to another individual; even those for which the owner has a valid permit. This policy applies to all company employees, visitors, customers, and vendors. Authorized state and federal Law enforcement officers who are on-duty are permitted to carry a firearm on company property. Off-duty officers are permitted to carry a firearm on company property after showing appropriate identification.

Human Rights: IPG Genesis is committed to due diligence with **Conflict Minerals Rules** and **Human Trafficking Laws and Regulations**; this commitment extends to our suppliers.

Business Integrity: Suppliers shall have a zero-tolerance integrity policy to prohibit all forms of bribery, corruption, extortion, and embezzlement. All business dealings should be transparently performed and accurately reflected on Participant’s business books and records.

Confidentiality: Suppliers shall maintain and protect the confidentiality, integrity and availability of information entrusted to it by IPG Genesis, except when disclosure is legally mandated or is authorized in writing by an authorized IPG Genesis team member.

Management Systems: Supplier shall support compliance with this Code of Conduct by establishing pertinent policies and processes appropriate for the nature and scale of operations, including the following: management commitment; accountability and responsibility; identification of legal and customer requirements; risk/issues assessment; risk/issues mitigation (procedural and physical

controls); change management; emergency preparedness; training and competency; communications; monitoring, measuring and reporting performance; audits and assessments; incident reporting, investigation and corrective action process; target setting and continual improvement process.

Awareness: Employees are aware of how their work affects downstream processes, final product and customer satisfaction. Supplier communicates the importance of responsibilities, procedures, safety, quality, and ethics in regard to effects of awareness on product.

Fundamental to adopting the Code is the understanding that a business, in all its activities, must operate in full compliance with the laws, rules and regulations of the applicable regulatory bodies.

References

The following standards were used in preparing this Code and may be a useful source of additional information. The following standards may or may not be endorsed by each Participant.

[Basic Working Conditions and Human Rights in Boeing's Supply Chain](#)

[Disclosing the Use of Conflict Minerals](#)

[Dodd-Frank Wall Street Reform and Consumer Protection Act](#)

[\(EICC\) Electronic Industry Citizenship Coalition Code of Conduct Version 5.1 \(2016\)](#)

[\(EMAS\) Eco Management & Audit System](#)

[Ethical Trading Initiative](#)

[ILO Code of Practice in Safety and Health](#)

[ILO International Labor Standards](#)

[ISO 14001](#)

[National Fire Protection Agency](#)

[OECD Due Diligence Guidance](#)

[OECD Guidelines for Multinational Enterprises](#)

[Universal Declaration of Human Rights](#)

[United Nations Convention Against Corruption](#)

[United Nations Global Compact](#)

[U.S. Department of State, Office to Monitor and Combat Trafficking in Persons](#)

[U.S. Department of State, Human Trafficking Awareness Training](#)

[U.S. Department of Labor, Reducing Child Labor and Forced Labor Toolkit](#)

[United States Agency for International Development, Countering Trafficking in Persons](#)