



# Vendor code of conduct.

This vendor code of conduct is applicable to all vendors and their employees, agents and subcontractors engaged in conducting business with and or on behalf of Ducab.

Ducab has established code of conduct to do business with business partners, vendors for its business related practices reflecting Ducab core values of care, integrity, professionalism, progressiveness and team player. Ducab is committed to carry out all procurement activities with business integrity and compliance to

social, environmental, sustainability, regulatory compliance requirements detailed below.

Vendors are strongly urged to familiarize themselves and implement the below code of conduct to ensure successful partnership with Ducab.



## All vendors shall declare that:

### **Legal compliance**

While conducting business with or on behalf of Ducab, all vendors and their representatives are expected to conduct their business activities in compliance with all applicable laws and regulations of UAE and their respective countries.

### **Business integrity and corruption**

Ducab is committed on zero tolerance on corruption. Vendors shall not practice any form of corruption, illegal payments, frauds and bribery. Ducab's vendors shall conduct their business according to the principles of honesty, equity and in compliance with rules and regulations prohibiting corruption in commercial transactions. Ducab vendors shall avoid unfair business practices and not to offer any gifts to Ducab employees or directly or indirectly, offer to any Ducab staff money, goods or a service as a consideration or in expectation of a favorable decision, information, recommendation, or any other form of favouritism which qualifies as a corruption.

### **Conflict of interest**

Vendors are to avoid any conflicts of interest actions that may create a conflict of interest, these circumstances may be a business or a personal interest, economically or otherwise, direct or through someone closely related. If a vendor is in doubt, then he/she can raise the matter with Ducab to clarify any doubt and ensure transparency. If vendors become aware of a potential conflict of interest, they shall notify Ducab without delay.

### **Human and labour rights**

Vendors shall protect the human rights of their employees and prevent any direct or indirect engagement with child labour and forced labour practices. Vendors shall promote diversity and inclusion, fair treatment with respect and dignity, ethical culture,

nondiscrimination, comply with working hours and minimum wages and benefits as per applicable laws, and strive to provide its employees development programmes and trainings. Ducab vendors shall prohibit human trafficking, harassment and violence.

### **Environment, health and safety management**

Vendors shall comply with the applicable standards and national regulations and laws to protect the environment. Vendors are expected to provide a safe and healthy working environment to their employees, meeting requirements of product quality and services, process safety, occupational health and safety, resource conservation and climate protection, waste elimination and emission control, etc.

### **Intellectual property and confidentiality**

Vendors shall respect and comply with intellectual property rights. The transfer of technology, proprietary information or any trade secrets without Ducab's prior written consent is prohibited. Vendors shall maintain all necessary documentation to support compliance with the described standard and such documentation must be accurate and complete. Vendors shall keep all the information related to the business transactions with Ducab confidential.

### **Rights for access to information and auditing**

As a part of monitoring compliance to this code of conduct, vendors shall provide Ducab representatives with access to relevant records, conduct interview with vendors' employees, conduct announced and unannounced site visits of vendor locations and promptly respond to enquiries from Ducab in relation to the implementation of this code of conduct.

### Whistleblower protection

Ducab has a secure communication channel to enable the vendors to raise their concerns confidentially and responsibly. If the vendor wishes to report a questionable or possible violation to the code of conduct, the vendor should contact 'whistleblower@ducab.com'.

### Implementation and continuous improvement

Implementation and continuous improvement of this code must be a primary concern shared between Ducab and its vendors. By remitting an offer to Ducab and/or

entering into a contractual relationship with Ducab, vendors undertake to make their best effort to comply with the principles stated in this code, to implement a continuous improvement action plan in accordance with these principles, to promote a similar relationship and a continuous improvement approach vis-à-vis their own vendors and partners, and to ensure all their affiliates commit to the same principles. Ducab reserves the right to suspend or terminate any relationships with vendors who are found to be in violation of the principles stated in this code.

As a vendor to Ducab, we hereby confirm that we have carefully read and understand the Ducab code of conduct. We commit to promote the implementation of its principles towards our employees, own vendors and partners.

