



ELECTRA

ELECTRA Supplier Code of Conduct

ELECTRA as a strong major player has always followed a strong set of ethical standards in its activities and expect the same from its suppliers. Electra values its employees and workers and is committed to ensure that employment practices are right, working conditions are safe, that all activities are environmentally responsible and that the highest standards of ethical behaviour are maintained.

ELECTRA Suppliers must comply with all applicable laws, rules, regulations, Expo 2020 assurance minimum standard of worker welfare and ELECTRA Compliance Program in all their activities and locations of operation. This compliance will be considered as a minimum standard for measuring excellence in Corporate Social Responsibility.

I. Human Rights

Suppliers must uphold the human rights of workers and behave toward them with dignity and respect as understood by the international community. We expect Electra suppliers to respect all internationally recognized Human Rights as outlined in the International Bill of Rights, including the United Nations Declaration of Human Rights, the International Covenant on Civil and Political Rights, the International Convention on Economic, Social and Cultural Rights and the ILO Declaration on Fundamental Rights and Principles at Work. Electra Suppliers will identify, prevent or mitigate any adverse human rights impacts caused or contributed to by their operations to avoid any infringement on the rights of others and also identify impacts that are directly linked to their operations where they are acting for or in connection with our operations.

Accordingly, we expect our Suppliers to undertake the following commitments specifically:

/ Labour

Suppliers *shall not* employ children and must be compliant with applicable laws in the countries in which they operate. All Electra Suppliers shall comply with local laws regarding the minimum age of employees. In addition, Electra Suppliers must comply with all legal requirements for the work of authorized young workers, particularly those pertaining to hours of work, wages and safe working conditions. Additionally, all young workers must be protected from performing any work that is likely to be hazardous or to interfere with their education or that may be harmful to their health, physical, mental, social, spiritual or moral development.

Suppliers are expected to prohibit any use of forced, bonded or indentured labour

Electra suppliers shall not confiscate or withhold worker identity documents (including but not limited to bank cards, emirates ID, passport, work permit etc.) and shall have in place policies (retention policy) and procedure that defines the process of return within a maximum of 24hours in the event that the workers has chosen to provide the safeguard of the personal document to the company.



/ Employment contract

Electra suppliers must ensure to provide employment contract and necessary document such as work permit, labour cards, emirates ID to its workers and should not request its workers to work unless they are in possession of valid document in accordance with UAE labour law.

/ Wage and Benefits

All Electra Suppliers must pay workers at least the minimum compensation required by the local laws and provide all legally mandated benefits. Electra suppliers shall have a fair and defined system to set worker wages and should be reviewed annually. Wages must be paid without delay and in line with the requirements of the Ministerial Resolution No. 788 of 2009 (article 2). Deductions from wages must only be made for violations in accordance with the law. In addition to payment for regular hours of work, workers must be paid for overtime hours at such premium rate as is legally required. Suppliers shall provide relevant insurances (medical care from date of assignment) in accordance with the requirements of the local and federal law.

Electra suppliers shall provide decent accommodation to its workers. All accommodation facilities must observe the laws

/ Working Hours, rest, and leaves

Suppliers must ensure that on a regularly scheduled basis working hours is 48hours/week. Suppliers must ensure that all overtime work is voluntary and compensated at the prevailing overtime rates.

During the holy month of Ramadan, working hours must be decreased in accordance with published legal requirements

During summer, outdoor work must be restricted to period specified by the MoHRE Workers shall be provided rest and leaves in accordance with the UAE labour law

II. Health, Safety, Environment and Quality

Electra Suppliers contractually agreed quality requirements in order to provide goods and services that consistently meet Electra's needs, perform as warranted and are safe for their intended use. In particular, Electra Suppliers will ensure:

- Produce all the goods that will be supplied to Electra in compliance with safety requirements
- All raw materials sourced or used for the production of the goods provided to Electra must be procured responsibly and verified as 'conflict free' in accordance with the OECD guidelines.
- necessary safety-relevant information will be made available by Suppliers for all hazardous goods provided to Electra in case of a legitimate need



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- Suppliers will comply with all applicable quality, health, safety and environmental regulations. All required permits, licenses and registrations will be obtained, maintained and kept up-to-date. Suppliers will fulfill their operational and reporting requirements

Suppliers must commit themselves to creating safe working conditions and maintaining a healthy work environment for all of their workers. ELECTRA also expects its suppliers to have an effective environmental policy and to comply with existing environmental protection legislation and regulations.

/ Promoting a positive workplace

All employees want and deserve a workplace where they feel respected, satisfied and appreciated.

Suppliers *shall* promote excellence in the workplace and create an environment that supports honesty, integrity, respect, trust, and responsibility.

/ Worker health and safety committees

Suppliers are encouraged to initiate and support worker health and safety committees to promote continuous health and safety education and to encourage worker input regarding health and safety issues in the workplace.

Electra Suppliers are to protect their employees from any chemical, biological and physical hazards and physically demanding tasks in the workplace as well as from risks associated with any infrastructures used by their employees. Suppliers will provide appropriate controls, safe work procedures, preventative maintenance and necessary technical protective measures to mitigate health and safety risks in the workplace. When hazards cannot be adequately controlled by these means, suppliers will provide employees with appropriate personal protective equipment. Safety information relating to hazardous materials - including compounds in intermediate materials - shall be available to educate, train and protect workers from hazards.

/ Environment

Suppliers *shall* strive to reduce the environmental impact of their designs, manufacturing processes, carbon, vehicle and waste emissions. Additionally, Suppliers must not use materials that are considered harmful to the environment but should encourage the use of processes and materials that support sustainability of the environment.

III. Ethics

Suppliers must be committed to the highest standards of ethical conduct when dealing with workers, subcontractors and customers.

/ Business integrity

Suppliers *shall not* violate applicable anti-corruption laws and regulations in countries where they operate.

Suppliers *shall not* offer or accept bribes or other means to obtain an undue or improper advantage.



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Suppliers must uphold fair business standards in advertising, sales and competition.

/ Conflicts of interest

Suppliers are expected to disclose to ELECTRA any situation that may appear as a conflict of interest.

ELECTRA expects its Suppliers to avoid any relationship, influence, or activity that might impair ELECTRA employees' ability to make objective and fair decisions. Conflict of interest laws and regulations must be abided by fully and carefully.

/ Business courtesies to ELECTRA employees

Although an employee may not use his or her position within ELECTRA to obtain business courtesies, it is permissible to accept unsolicited meals, refreshments or goodies, on an occasional basis, provided that courtesies:

- Foster goodwill and successful business relations;
- Are not lavish or extravagant under the circumstances;
- Do not recur on a frequent basis or reflect a pattern or appearance of a pattern of frequent acceptance of courtesies, from the same entities or persons.

The employee accepting the courtesies must feel comfortable about discussing the courtesies with his or her manager or co-worker, or about public disclosure of the courtesies.

/ Giving gifts

ELECTRA employees are not permitted to accept compensation, funds or monetary incentives in any form or amount, or any tangible gift (including tickets to sporting, recreational, or other events), from any entity, representatives of any entity, or any person doing or seeking to do business with ELECTRA. ELECTRA expects its Suppliers not to offer any favor, including free goods, services, job or sales opportunity, to an ELECTRA employee in order to facilitate the Supplier's business with ELECTRA.

/ Protection of intellectual property, Data and Confidentiality

Electra Suppliers are required to protect and responsibly use the intellectual assets and confidential information of Electra, consistent with Electra's authority for such use. Suppliers' use of such data is restricted to Electra business-related purposes or as otherwise set forth in any applicable agreement(s) between Electra and such Suppliers. Suppliers shall comply with Electra's requirements relating to confidentiality, security, data privacy, and intellectual property protection.

All proprietary rights created out of any products or deliverables specifically under Electra's instructions shall vest into the beneficial ownership of Electra. Electra Suppliers shall ensure that any transfer of technology and expertise must be done in a manner that protects intellectual property rights of ELECTRA

Suppliers shall ensure that any goods or services delivered to Electra do not infringe on the intellectual property rights of third parties are within the local and international regulations including not limited to regulations on WIPO for protection against infringement of proprietary laws



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/Subcontracting

Suppliers must not use subcontractors to manufacture Electra products or product components that contain Electra's trademarks or tradenames (or which are proprietary to Electra) without prior approval from Electra. All sub-contractors contracted by Electra Suppliers shall only be allowed to work on Electra deliverables and products only after the subcontractor has agreed to comply with this Code and Electra Suppliers shall be responsible that such compliance has been made. Suppliers must ensure that their suppliers, service providers, and extended networks have ethical and business practices that are similar to Electra's business practices.

IV. Management and Compliance

Suppliers are expected to establish a risk management System designed to ensure continuous improvement regarding Corporate Social Responsibility performance. Suppliers *should* peruse this Code and ensure that their employees are familiar with its content and Suppliers will establish appropriate training measures to allow their managers and employees to gain an appropriate level of knowledge and understanding of the contents of this Supplier Code of Conduct, the applicable laws and regulations and generally recognized standards.

We encourage our Suppliers to inform us of any actions taken to improve their Corporate Social Responsibility practices and send any suggestions.

To ensure and demonstrate compliance with Electra's Supplier Code of Conduct, Suppliers shall keep record of all relevant documentation and provide Electra supporting documentation upon request. To verify Electra's compliance, Electra reserves the right to audit and inspect the suppliers operations and facilities, at Electra's own cost and upon reasonable notice, with or without support of a third party. If the results of such an audit or inspection causes Electra to be of the opinion that Supplier does not comply with this Code of Conduct, Supplier shall take necessary corrective actions in a timely manner, as directed by Electra. If the Supplier fails to comply with this Code of Conduct, then Electra will have the right to suspend or terminate Supplier's activities as one of its Suppliers



RECEIPT AND ACKNOWLEDGMENT OF THE SUPPLIER CODE OF CONDUCT

Understanding and Receipt Acknowledgement of the supplier code of conduct.

I have received, read and acknowledged the content of the supplier code of conduct. I hereby agree to abide by the processes, rules and regulations stated in this book.

I have read and fully understand Electra Supplier Code of conduct. I understand that this Code of conduct should be complied with by myself and, when relevant, by third parties, without prejudice to applicable mandatory legal requirements which must govern all our actions.

Company name and stamp

Name and Signature

Date

