



# Together. Transparent. Responsible

**Code of Conduct for our Business Partnerships** 

CEC Solar is committed to ethical, fair and environmentally responsible business practices, and we are keen to ensure that our customers and business partners hold themselves and their processes to the same high standards. Although we are not legally bound by the Corporate Due Diligence in Supply Chains Act, we are committed to a responsible supply chain based on constructive and trusting relationships.

We are committed to the following Code of Conduct and expect the same from our suppliers and contractors.

# Human Rights. Workers' Rights

We expect our business partners to treat all people with respect, to respect the human dignity and privacy of individuals, and to be committed to equal opportunity, equal treatment and respect for all.

We are committed to the United Nations Universal Declaration of Human Rights and expect our partners to do the same. In addition, the fundamental rights of employees under applicable national laws must be respected at all times.

#### Child Labour

Our partners do not use child labour and will not do business with companies that do. A child is any person below the legal age for employment in the place where the work is performed, provided that the legal age is consistent with the minimum working age set by the International Labour Organization.

#### Human Trafficking

We expect our business partners to refrain from the recruitment, transportation, transfer, harbouring or receipt of persons by force, fraud or coercion for the purpose of exploitation. We and our partners also consistently reject the provision or use of labour or services that have been obtained illegally, such as through human trafficking.

#### Forced labour

Our business partners do not employ anyone against their will, do not force anyone to work and do not do business with companies that use or promote such practices.

#### Working environment

Our suppliers and contractors ensure that they respect the rights of their employees and comply with all applicable laws and regulations in the countries in which they operate. This includes all rights and minimum standards for wages, benefits, working hours and working conditions.

Our business partners will provide a working environment where all employees can work free from physical, mental or other abuse or harassment.

# Health and safety at work. Health protection

Our partners shall ensure the safety, health and welfare of their employees, visitors and others involved in their business activities.

CEC Solar also expects contractors and suppliers to implement an appropriate health and safety management system. This includes, but is not limited to, complying with building and fire safety regulations and providing appropriate protective equipment where required.

# Protecting the environment. Resource conservation

It is a matter of honour for us to act in an environmentally responsible manner, to prevent pollution and hazards, and to use natural resources carefully and responsibly. We design our processes to minimise the environmental impact of our operations and promote the use of renewable energy and its responsible use.

We also expect our partners to respect nature, contribute to the protection of the environment, climate, flora and fauna, and work to counteract the increasing loss of biodiversity wherever possible.

They should maintain an appropriate environmental management system and comply with all applicable laws and regulations relating to the protection of the environment in the context of their business activities.

### **Responsible Business dealings**

#### Avoiding conflicts of interest

It is extremely important for us to protect the good reputation of our company. We conduct our relationships with third parties in an irreproachable manner so that we can make objective business decisions at all times.

We expect our partners to make business decisions in their dealings with CEC Solar solely on an objective basis. Conflicts of interest, or the appearance of such, must be avoided at all times.

#### Corruption

CEC Solar does not accept or tolerate any form of corruption, direct or indirect bribery or other undue advantage or influence. The same applies to our suppliers and contractors.

We expect our partners to take reasonable care to identify and prevent undue influence in all business arrangements, whether in the context of collaborations or when involving third parties such as intermediaries or consultants.

#### **Prevention of Money Laundering**

We expect our business partners to comply with their legal obligations to prevent money laundering and not to engage in money laundering activities.

#### Gifts. Sponsorship and donations. Invitations

The exchange of gifts, sponsorships, donations or invitations must not be used to gain a competitive advantage. In any business relationship, our partners will ensure that the offer or acceptance of a gift, invitation, entertainment or business courtesy complies with laws and regulations, is for legitimate purposes only, is appropriate and not intended to influence, does not violate the rules and standards of the recipient's organisation, and is consistent with industry and market custom and practice.

#### **Communications. Social media**

CEC Solar expects its business partners to use social media responsibly and to communicate in a respectful manner, particularly in relation to joint projects or ventures. Confidential company information must always be protected.

#### Confidential information. Sensitive data

Our business partners shall take all necessary measures to ensure the secure handling of CEC Solar's sensitive data and information and shall comply with all applicable laws and regulations regarding the protection of personal data. Confidential, proprietary and personal data and information must be kept secure and handled with care. Information and data may not be used for purposes outside of our business agreements without the prior written consent of CEC Solar.

#### **Intellectual Property Rights**

Our partners respect commercial property rights and do not infringe the intellectual property of others when developing, manufacturing or supplying products or providing services to CEC Solar.

Counterfeit products will not be supplied or used.

#### Fair competition

CEC Solar is fully committed to fair competition and complies with all relevant antitrust and competition laws. We reject practices such as inappropriate information sharing, price-fixing with competitors, bid-rigging, improper allocation of customers or territories, or other practices that unlawfully restrict competition. We expect the same from our business partners.

#### **International Trade**

#### Importing. Exporting

Our partners will ensure that their actions comply with all applicable laws and regulations governing the import or export of the goods or services they supply. In particular, they will take all necessary steps to ensure that their actions do not result in a violation of any applicable sanctions laws applied or enforced by any national or international authority.

#### Conflict Raw Material. Dangerous Goods

Dangerous goods and conflict material laws and regulations are carefully followed by our suppliers and contractors. They take all necessary steps to determine whether their products contain conflict materials such as tin, tantalum, gold and tungsten, which are marketed directly or indirectly by armed groups operating in conflict zones and neighbouring countries.

In the event of a dispute, our partners conduct a thorough investigation to trace the supply chain back to the origin of the materials involved and ensure that the products supplied to us are free of such conflict material.

#### **Documentation. Record Retention**

We expect our partners to keep accurate records of their business transactions. Accurate records must be kept and entries must not be altered to conceal or misrepresent the underlying transaction. Records made or received as evidence of a transaction, in whatever form, must fully and accurately reflect the transaction or process in question. Records must be retained in accordance with all legal and contractual retention requirements.

#### Reporting

We expect our partners to enable their employees to raise issues or concerns without fear of professional or personal retribution.