



## CODE OF BUSINESS CONDUCT FOR SUPPLIERS

This Code of Business Conduct for Suppliers sets forth basic principles for supplier conduct when working with Morley. We are committed to these principles and expect our suppliers to be as well.

### **HUMAN RIGHTS**

Suppliers must respect the human rights of their employees and treat them fairly in accordance with all applicable laws.

### **NO FORCED OR COMPULSORY LABOR**

Suppliers will not use forced or involuntary labor, including prison labor, indentured labor, bonded labor or slave labor.

### **NO HARASSMENT OR ABUSE OF LABOR**

Suppliers will ensure that their employees are not subjected to psychological, verbal, sexual or physical harassment, or any other form of abuse, and will comply with all applicable laws regarding harassment and employee abuse.

### **NO CHILD LABOR**

Suppliers will comply with all applicable child labor laws.

### **NO DISCRIMINATION**

Suppliers will not discriminate in any condition of employment on the basis of race, color, national origin, sex, religion, age, disability, HIV/AIDS status, sexual orientation or any other personal characteristic unrelated to job performance, and will comply with all applicable employment discrimination laws.

### **APPROPRIATE WORK HOURS, WAGES & BENEFITS**

Suppliers will comply with all applicable laws on work hours and overtime, as well as all applicable laws on wages and benefits.

### **ENVIRONMENT, HEALTH & SAFETY**

Morley's commitment to sustainability includes efficient use of resources, respect for the environment, and safe and healthy workplaces. Morley expects its suppliers to make similar commitments and to continuously improve their environmental, health and safety performance.

- › **Respect the Environment:** Suppliers will have systems in place to ensure safe management of resources, waste and any discharges, while minimizing the use of nonrenewable resources and the environmental impact of their operations. Suppliers will comply with all applicable environmental laws.
- › **Protect Health & Safety:** Suppliers will provide a safe and healthy workplace for their employees, including appropriate controls, training, work procedures and personal protective equipment if necessary. Suppliers will comply with all applicable workplace health and safety laws.

### **ETHICS & LEGAL REQUIREMENTS**

All business must be conducted ethically and in compliance with the law.

## **AVOID CONFLICTS OF INTEREST**

Suppliers will avoid any interaction with a Morley associate that may conflict, or appear to conflict, with that associate acting in the best interests of Morley. This includes offering payments or employment opportunities to Morley associates.

## **NO BRIBERY**

Suppliers will not engage in any form of commercial bribery or otherwise offer any incentive to any Morley associate or an associate's family or friends in order to obtain or retain Morley business.

Suppliers will also comply with the U.S. Foreign Corrupt Practices Act and all other local or otherwise applicable laws dealing with the bribery of government officials.

## **FAIR COMPETITION**

Suppliers will comply with all applicable laws regarding fair competition and antitrust.

## **PROTECT INFORMATION**

Suppliers will protect confidential information and act to prevent its misuse, theft, fraud or improper disclosure. Suppliers must take all due care in handling, discussing or transmitting sensitive or confidential information that could affect a company, its employees, its customers, the business community or the general public.

## **COMPLIANCE**

In addition to the legal standards mentioned in this Code, suppliers will comply with all other applicable laws in the provision of products or services to Morley.