

# SUPPLIER CODE OF CONDUCT

Promoting Ethical Practices and Sustainability  
in Partnership with Our Suppliers



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## 1 INTRODUCTION

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### 1 INTRODUCTION

At Prismier, LLC, we are dedicated to fostering a culture of innovation. Our customer-focused approach is not just a statement; it is the foundation of our operations, reflected in our rapid turnaround, high-quality production, and the strong relationships we build with our clients. We are driven to tackle design challenges and create budget- and time-saving solutions, defining our corporate culture. This Supplier Code of Conduct outlines the principles and expectations we hold for our suppliers to maintain and enhance this culture of innovation.

Prismier, LLC suppliers shall not engage in any form of corruption, extortion, embezzlement, or bribery. Suppliers must comply with all applicable anti-corruption laws and regulations of the countries in which they operate, as well as all relevant international anti-corruption conventions, such as the United Nations Convention against Corruption and the OECD Anti-Bribery Convention. This adherence is crucial to maintaining the integrity and reputation of both Prismier LLC and its suppliers.

Every supplier of Prismier, LLC is required to foster fair and impartial competition. This includes not engaging in practices that distort market competition, such as collusion, price-fixing, or unfair trade practices. Suppliers must also comply with all international trade regulations and export control regulations, ensuring that their operations do not contribute to illicit trade or violate any trade embargoes or sanctions.

Prismier, LLC suppliers must avoid conflicts of interest in their relationships with Prismier, LLC employees. This means that suppliers should not seek to gain undue advantage or favorable treatment through personal relationships or other non-business-related connections with Prismier, LLC employees. Suppliers must uphold an unquestionable standard of integrity, which includes refraining from offering excessive gifts, meals, entertainment, travel,

accommodation, or other gratuities to Prismier, LLC employees. Any form of hospitality must be modest, infrequent, and clearly intended to foster legitimate business relationships, not to influence business decisions improperly.

Any concerns regarding integrity or violations of the Supplier Code of Conduct or Terms and Conditions should be reported to [hr@prismier.com](mailto:hr@prismier.com) or anonymously at <https://www.prismier.com/misconduct>. Prismier LLC is committed to investigating all reported concerns promptly and thoroughly, ensuring that any violations are addressed appropriately.

Prismier, LLC will not support suppliers in evading taxes or allow their owners or employees to benefit from price settlements that do not align with ethical business practices and legal requirements. Suppliers must ensure full compliance with all tax laws and regulations, providing transparent and accurate financial records to prevent any form of tax evasion or fraud.

At Prismier, LLC, we are dedicated to fostering a culture of innovation. Our customer-focused approach is not just a statement; it is the foundation of our operations, reflected in our rapid turnaround, high-quality production, and the strong relationships we build with our clients. We strive to continuously improve our processes and products, embracing new technologies and methodologies to meet and exceed our clients' expectations.

We are driven to tackle design challenges and create budget- and time-saving solutions, defining our corporate culture. This Supplier Code of Conduct outlines the principles and expectations we hold for our suppliers to maintain and enhance this culture of innovation. By adhering to these guidelines, suppliers can contribute to our shared goal of excellence and innovation, ensuring mutual success and growth.

## 2 OUR VALUES | 3 FAIR BUSINESS PRACTICES AND ETHICS

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### 2 OUR VALUES

**Be Nice:** We cultivate a positive and respectful work environment, treating everyone with kindness and consideration.

**Own It:** We take full responsibility for our actions and commitments, ensuring we deliver on our promises with integrity.

**Grow On:** We continuously seek improvement and innovation, embracing challenges as opportunities to grow and excel.

**Appreciate Ya:** We recognize and value the contributions of others, fostering strong, supportive relationships.

### 3 FAIR BUSINESS PRACTICES & ETHICS

#### 3.1 Business Integrity

- **Anti-Corruption:** Prismier suppliers shall not engage in any form of corruption, extortion, embezzlement, or bribery. Compliance with all applicable anti-corruption laws and regulations is mandatory.
- **Fair Competition:** Suppliers are obliged to foster fair and impartial competition and adhere to international trade and export control regulations.
- **Conflict of Interest:** Suppliers shall avoid conflicts of interest in relationships with Prismier employees and must not offer excessive gifts, meals, entertainment, travel, accommodation, or other gratuities.
- **Integrity Concerns:** Integrity concerns against the Supplier Code of Conduct should be reported immediately.

- **Tax and Legal Compliance:** Prismier shall not support suppliers in evading taxes or allow their owners or employees to benefit from unethical price settlements.

#### 3.2 Protection of Intellectual Property

Suppliers are required to adhere to Prismier's stringent protocols regarding intellectual property rights, ensuring the safeguarding of proprietary technology and know-how. This entails a comprehensive commitment to respecting and upholding Prismier's intellectual property boundaries, encompassing patents, trademarks, copyrights, and trade secrets.

Additionally, the utilization of Prismier's esteemed brand identity and logo necessitates prior explicit consent. This entails a formal request process, wherein suppliers are expected to seek approval from Prismier's designated authorities. This proactive measure ensures alignment with Prismier's branding standards and values.

It is imperative to note that while approval may be granted for the use of Prismier's brand assets, this privilege remains contingent upon the ongoing supplier relationship.

Prismier reserves the prerogative to reassess and potentially revoke approval if the supplier relationship concludes, underscoring the importance of maintaining alignment with Prismier's brand ethos throughout the duration of the partnership.

#### 3.3 Confidentiality and Disclosure of Information

- Suppliers must treat all information obtained from Prismier as confidential.
- Accurate disclosure of business activities, structure, financial situation,

## 4 LABOR PRACTICES

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and performance is required according to applicable regulations.

- Suppliers must respect privacy and data protection laws concerning personal data.

### 3.4 Responsible Sourcing of Materials

- Suppliers are expected to use raw materials of legal and sustainable origin and avoid sourcing conflict minerals.
- Compliance with Prismier's due diligence processes for responsible sourcing is required.

### 3.5 Secure Business Practices

Suppliers are required to implement and maintain a comprehensive set of measures aimed at minimizing exposure to information security threats. This includes but is not limited to implementing robust access controls, regularly updating software and systems, conducting thorough risk assessments, employing encryption technologies where applicable, and providing ongoing training to employees on security best practices.

## 4 LABOR PRACTICES

Prismier suppliers are expected to uphold fair labor practices, including:

### 4.1 Effective Abolition of Child and Forced Labor

- Prismier does not tolerate forced or bonded labor or child labor. Suppliers shall commit to not employing workers below the basic minimum age of 15 years.
- Suppliers should ensure that workers, including trainees, under the age of 18 do not undertake nightshift work or work overtime or carry out

any kind of work that can endanger their health, safety, development, or morals.

- Suppliers shall actively engage in the elimination of child labor in their own sphere of influence, for example, through cooperation with business enterprises, governments, and non-governmental organizations.

### 4.2 Compliance with Legislation

- Suppliers should support the United Nations Universal Declaration of Human Rights and comply with the conventions and recommendations of the International Labor Organization.
- Compliance with all relevant laws and collective labor agreements is mandatory.

### 4.3 Freedom of Association and Collective Bargaining

Suppliers should also respect employee freedom of association and/or the right not to associate, recognizing that all workers have a right to exercise personal choice with respect to the issue of association and assembly, including whether they wish to affiliate with unions or works councils, consistent with local laws.

### 4.4 Non-Discrimination

Suppliers must provide equal employment opportunities and must not discriminate based on age, race, nationality, social or ethnic descent, gender, disability, sexual preference, religion, political affiliation, or union membership. Professional qualifications are the only criteria that matter.

### 4.5 Fair Labor Conditions

Compliance with all applicable international, national, and local laws and/or collective agreements relating to wages, benefits, working hours, and

working conditions is required.

## **5 ENVIRONMENTAL STEWARDSHIP**

Prismier expects its suppliers to comply with all applicable environmental regulations and legislation. Suppliers are committed to:

- Being environmentally responsible.
- We expect our suppliers to meet or exceed applicable environmental laws and regulations, and to be committed to minimizing the impact of their operations on the environment.
- Suppliers should regularly evaluate and monitor the environmental impact of their business activities, manage and reduce the use of resources (including energy and water), minimize waste and emissions, recycle materials at every stage of the product life cycle, and reduce environmental impact through design and innovation.

## **6 HEALTH & SAFETY**

We seek to work with suppliers that provide a safe and healthy workplace for all of their employees. As a Prismier supplier, you and your employees are committed to:

- Operating in a safe manner with the goal of zero incidents.
- Providing necessary training and personal protection means.
- Complying with Prismier's Health and Safety guidelines when conducting services on Prismier premises.

## **7 SUPPLIER RELATIONSHIPS**

Prismier suppliers are expected to implement a Supplier Code of Conduct in its upstream supply chain. The principles described in that Code of Conduct should at least match the principles of the Prismier Supplier Code of Conduct. Compliance with related laws and regulations is mandatory.

## **8 DOCUMENTATION & MONITORING**

To ensure and demonstrate compliance with this Supplier Code of Conduct, suppliers shall:

- Maintain records of all relevant documentation and provide supporting documentation upon request.
- Participate in Prismier's supplier relationship management and evaluation procedures.
- Undergo monitoring, which may include self-assessments, site visits, and follow-up on remediation plans. Prismier will collaborate with suppliers to address any identified gaps.

By adhering to this Supplier Code of Conduct, suppliers contribute to Prismier, LLC's commitment to speed, knowledge, relationships, and flexibility. Together, we can continue to deliver exceptional value to our customers and foster a culture of continuous improvement.

# Commitment to Collaboration & Excellence

Thank you for taking the time to review Prismier's Supplier Code of Conduct. By working together, we can build a strong, ethical partnership rooted in trust, sustainability, and shared success.

Your signature below signifies your commitment to upholding these principles and fostering a collaborative relationship that drives innovation and excellence for both our organizations.

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AUTHORIZED SIGNATURE

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DATE