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## AVENDRA SUPPLIER BUSINESS CONDUCT GUIDE

### INTRODUCTION:

Avendra and its customers strive to make a difference in the lives of people we touch every day by responsible workplace practices and reducing the impact on our environment. We conduct our business in a manner which is free from human rights abuses and strive to uphold the integrity of the communities we serve.

As an Avendra supplier, your organization plays a vital role in shaping our reputation and the reputation of our entire customer base. We expect our suppliers and their supply chain partners to adhere to these same standards as the supply-chain evolves and expands globally.

The Avendra Supplier Conduct Guide outlines the minimum standards our suppliers need to comply with in order to enhance our long-term relationship and make a positive impact on the communities we service. We expect our supplier partners to follow the guidelines as outlined below:

### HUMAN RIGHTS AND LABOR SAFETY:

1. Acknowledge and respect the principles contained in the United Nations Universal Declaration of Human Rights, <http://www.un.org/en/documents/udhr>.
2. Adhere to all local and national labor laws especially as it relates to discrimination, minimum wage, overtime and maximum hours worked.
3. All work is voluntary and workers should be free to terminate employment with reasonable notice.
4. Child Labor – Anyone under the legal age of employment will not be used for production of goods.
5. Workers have the right to associate freely with unions or similar organizations and Diversity is always embraced.
6. Suppliers are responsible for upholding a safe and healthy work environment

### PROTECTION OF THE ENVIRONMENT:

1. Suppliers will minimize the impact of their operations on the environment and maintain all environmental permits and registrations.
2. Suppliers will follow all applicable laws regarding prohibition of specific substances and/or ingredients and regulations for handling, recycling and disposal of all waste types.
3. Suppliers will undertake ongoing efforts to reduce their operational impact on the environment.