



Hyve Solutions Corporation

Supplier Code of Conduct

May 2022

Hyve Solutions mission is to create the world's digital infrastructure by obsessively delivering innovation and customer happiness through thought leadership, operational excellence, and deep customer and vendor relationships.

Hyve Solutions holds itself and its employees to our values, which we expect everyone to demonstrate. They include teamwork, caring, innovation, integrity, and quality, along with a focus on building a diverse, equitable and inclusive culture.

Within these parameters, we insist Hyve Solutions employees, contractors and contingent workers adhere to strict moral and ethical values, measured by one's conduct on a day-to-day basis, modeling our values.

As part of our commitment to these principles and operating norms within our own business, including our internal Code of Business Ethics, Hyve Solutions:

- a) Qualified and was accepted in January 2022 as a "Regular" corporate member in the Responsible Business Alliance (RBA) - see: [About the RBA \(responsiblebusiness.org\)](https://responsiblebusiness.org)
- b) Is committed to deploying and implementing the RBA Code of Conduct in our global operations - see: [Code of Conduct 7.0 \(responsiblebusiness.org\)](https://responsiblebusiness.org)
- c) Encourages and expects all our suppliers and contractors to operate their businesses in accordance with the RBA's Code of Conduct

Additionally, we are continuing efforts to advance Diversity, Equity, and Inclusion (DEI) within our own operations, and as such, we encourage and expect our suppliers and contractors to also operate their businesses accordingly, i.e.:

1. **Respect Diversity.** Hyve Solutions respects and values the diversity reflected in our various backgrounds, experiences, and ideas. We all must provide an inclusive work environment that fosters respect for all our coworkers, clients, and business partners. We are committed to treating each other fairly and with respect.
2. **Provide Equal Opportunity.** Hyve Solutions follows the laws that prohibit discrimination in employment practices, wherever we do business. It is Hyve Solutions' policy to provide equal employment opportunities and to treat applicants and employees without illegal bias. It is our policy that no one at Hyve Solutions should ever be subject to discrimination on the

basis of race; religion; color; national origin; age; sex; gender identity; gender expression; sexual orientation; disability; veteran status; marital status; or any other basis protected by law.

3. **Forbid Discrimination and Harassment.** Hyve Solutions has zero tolerance for workplace discrimination or harassment related to any basis protected by applicable law, whether the behavior is by staff, customers, contractors, consultants, or visitors, and regardless of the work setting. We are committed to a safe, professional, and positive work environment that ensures that everyone is treated with dignity, respect, and courtesy. We believe in treating one other with respect, whether it is a co-worker, supplier, contractor, customer, stakeholder, community organization, an individual from our community, or anyone doing business with us.

As a part of this commitment, Hyve Solutions forbids harassment in the workplace. Harassment is any conduct that inappropriately or unreasonably interferes with work performance, diminishes the dignity of any person, or creates an intimidating, hostile or otherwise offensive work environment. Examples include:

- Sexual advances, requests for sexual favors, sexually explicit language, off-color jokes, or remarks about a person's body or sexual activities.
- Displaying sexually suggestive pictures or objects, suggestive looks or leering, or suggestive communication in any form.
- Inappropriate touching.

In line with the Company values, any offers or payment of bribes, kickbacks, or gifts to win business or obtain favors are not tolerated, and we expect our suppliers to willingly abide by these same values and employ these same standards.

When conducting business with Hyve Solutions, you agree to comply with the Hyve Solutions value of integrity, as explained in this Supplier Code of Conduct.

Further, you agree to apply this value to your own supplier relationships and agreements if they supply to you for the Hyve Solutions chain of goods and services.

By accepting any purchase order from Hyve Solutions you agree to maintaining accurate books and records of all purchase transactions with Hyve Solutions and maintaining records sufficient to demonstrate your compliance with this Supplier Code of Conduct.

Specifically, you agree to maintain records of the following:

- Compliance with all applicable laws, rules, and regulations of each and all the territories where you conduct business, particularly related to employment/labor- including forced labor, anti-discrimination, anti-harassment, the environment, and anti-bribery.

- As such you agree to comply with the United States Foreign Corrupt Practices Act (FCPA) (as well as all other applicable laws based on the laws of each and all the territories where you conduct business), and not to corruptly pay, authorize to pay, or offer money or anything of value to any employee, official or representative of any government or public or international organization, political candidates or political parties or the family of any such official for the purpose of obtaining or retaining business, or securing an improper advantage.
- This requirement applies to both direct and indirect payments, to any third party or intermediary where there is reason to believe that it will be passed on for the foregoing purpose.
- Although corruption laws often apply only to bribes to public officials, Hyve Solutions policy also prohibits the direct or indirect payment of bribes to commercial customers or to vendor employees to obtain or retain their business or influence their decisions.
- Maintenance of all valid licenses, permits, authorizations, registrations, and certifications required under the applicable laws and regulations of the territories where you conduct business.
- Compliance with the Hyve Solutions prohibition on its employees from soliciting gifts and entertainment from present or prospective suppliers. Such employees may only accept gifts, entertainment or other courtesies that are not excessive and are consistent with reasonable standards in the business community and compatible with Hyve Solutions policies.
- Additionally, Hyve Solutions may be under an obligation with one or more of its customers to abide by such customer's code of conduct and to apply it to its business dealings with you.

In such case, Hyve Solutions will inform you accordingly and, by accepting any purchase order from Hyve Solutions, you agree to be bound by such Hyve Solutions customer's code of conduct. If you have any legal or ethical issue involving Hyve Solutions or its employees, you may report them by contacting the Hyve Solutions Hotline, as described on <https://www.integritycounts.ca/org/HyveSolution>

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