

# Agilio Software Supplier Code of Conduct

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## Introduction

The Agilio Software Supplier Code of Conduct outlines our expectations of how the Company's suppliers conduct business. All suppliers engaged in providing products and services to Agilio Software, (which applies to all the Companies that come under the Agilio Software Group) are expected to act in accordance with the Code, including aligning guidelines, policies, processes, communicating and enforcing the Code provisions throughout their organization.

Suppliers must act with integrity and are expected to demonstrate a commitment to legal, ethical, safe, fair and environmentally responsible business practices. Agilio Software seeks suppliers that operate in compliance with all applicable environmental laws and focus on working with suppliers that make efficient and effective use of natural resources. Agilio Software is an inclusive culture and believes discrimination in any form should not be tolerated. Suppliers are expected to demonstrate a commitment to inclusive business practices, including without limitation, diversity in their workplace.

Suppliers are required to understand the requirements of this Code, operate in accordance with the expectations outlined in this Code and comply, at a minimum with all applicable laws, rules, regulations and standards within the geographies in which they operate. This document summarizes Agilio Software' expectations from its suppliers, their subcontractors and their workers.

This document should be read in conjunction with the following:

- Agilio Employee Code of Conduct Policy
- Agilio Anti Bribery and Corruption Policy
- Agilio Anti-Slavery and Human Trafficking Policy

## Supplier Code of Conduct

### Ethical Business Practices

Agilio Software is committed to conducting its business in accordance with the highest ethical standards and in compliance with all applicable laws, rules and regulations. Suppliers are expected to share its principles, uphold its standards and for each to develop policies and implement as appropriate, ensuring that all workers understand and adhere to these standards.

### Anti-Bribery and Corruption

Agilio Software does not tolerate bribery or corruption involving its people, suppliers, consultants or other business partners as outlined in the Agilio Software Anti-Bribery and Corruption Policy. Suppliers are expected to fully comply with requirements of all applicable laws and regulations designed to combat bribery and corruption.

Suppliers are prohibited from corruptly offering, providing, paying, authorising, promising, soliciting, or receiving anything of value, directly or indirectly for the purpose of obtaining or retaining business or any improper business advantage for or from Agilio Software.

Suppliers and other third parties acting on behalf of Agilio Software are expected to maintain appropriate policies and procedures and act at all times in a manner, consistent with this code of conduct.

### **Anti-Tax Evasion and Anti-Facilitation of Tax Evasion**

Agilio Software will not tolerate unlawful tax evasion or the facilitation of unlawful tax evasion. Suppliers must not directly or indirectly engage in, or facilitate the engagement by others in, the deliberate and fraudulent diversion of funds from a tax authority.

### **Anti-Slavery and Human Trafficking**

Workers should not be required to work in excess of the relevant legal limits on working hours, overtime hours and number of working days per week. Workers shall be granted and correctly compensated for any types of paid leave or time off to which they are legally entitled to under applicable law. Agilio Software does not tolerate slavery, forced labour and human trafficking, as per the UK Modern Slavery Act 2015.

### **Conflicts of Interests**

Suppliers must avoid improprieties and conflicts of interest or the appearance of either. A conflict of interest may exist when a supplier is involved in an activity that affects or could appear to affect objectivity.

### **Gifts, Travel & Entertainment**

Suppliers must not provide lavish or otherwise inappropriate gifts, fees, favours, other compensation, travel and entertainment, that are intended to influence, or may appear to influence, a business decision. The offering of gifts, travel and entertainment may create an inappropriate obligation or expectation or appearance of an improper exchange.

### **Privacy and Data Protection**

Suppliers are expected to protect confidential information and must adopt and maintain processes to provide reasonable protections for this information. This includes information that they access, receive or process on behalf of Agilio Software. Suppliers must comply with all applicable privacy / data protection and GDPR regulations.

### **Grievance Process**

Suppliers are expected to have a process through which workers can raise workplace concerns without fear of retaliation. The grievance process should be transparent, understandable and ensure the protection of whistle-blowers.

### **Diversity, Equality and Inclusion**

Agilio Software believes and fully supports that diversity, equality and inclusion are social and economic imperatives and looks to its suppliers to share this commitment in their operations, recruitment, workforce demographics and within their supply chains.

Suppliers are expected to take proactive steps to include the hiring of historically underrepresented groups, such as workers who identify as a minority, are ethnically diverse, women, sexual orientation or a person with a disability.

Workers should be treated with respect and dignity at all times and suppliers are expected to maintain a culture free of discrimination, harassment, victimization and to not tolerate any other form of inappropriate behaviour or abuse on any grounds, (physical or verbal) including but not limited to age, disability, ethnic or social origin, gender, gender identity, nationality, race, sexual orientation, marital status, parental status, pregnancy, political convictions or religious beliefs.

### **Health and Safety, workplace environment**

Suppliers must provide a safe and healthy working environment that minimizes health and safety risks and supports accident prevention and ensures the health and safety of all personnel and all

others affected by their activities. Suppliers are required to and shall require their subcontractors to comply with all applicable health and safety laws and regulations in the jurisdictions in which they operate and to provide workers with access to appropriate personal protective equipment at no cost.

### **Environmental Awareness**

Creating and supporting environmental awareness is a key aspect of how Agilio Software operates its business, as reflected in the Agilio Software Environmental Policy. Suppliers are encouraged to adhere to similar environmental efforts as appropriate to their business and aligned with best practices. This includes implementing processes to identify and manage risks and opportunities related to climate change. Suppliers are encouraged to track, manage and mitigate the environmental impact of their operational strategies relating to their energy and emissions output. Suppliers are encouraged to take steps to conserve, reduce the use of and reuse water in their own operations.

Suppliers are encouraged to take steps to minimise or eliminate waste across their operations.

### **Business Continuity and Emergency Preparedness**

Suppliers are expected to manage business continuity risk and depending on the relevant applicability and nature of their respective businesses, suppliers should have plans in place for their business and services to continue with minimal interruption in the event of an emergency, crisis situation, weather or other natural disaster, pandemic or epidemic, terrorist/security related event, strikes, labor or other resource constraints, system and/or facilities outage or unavailability, power outage, and/or telecommunication outage or unavailability, so as to ensure that there will be no significant disruption to Agilio Software ' business, operations and reputation. Suppliers will share these plans as requested by Agilio Software.

### **Management Systems and Governance**

Agilio Software encourages its suppliers to institute effective management systems that utilize the best available techniques and practices to adhere to this Code and continuously improve their performance. This should include a process for the identification and proactive mitigation of risks associated with compliance to this Code, as well as a process for ongoing monitoring and review of risk controls, and prompt and accurate reporting of all incidents.

### **Review**

This Code provides Agilio Software's expectations of conduct from all new and existing suppliers. Agilio Software is committed to continuously review and update this Code and therefore will be subject to changes from time to time.