

As reflected in the FPG Code of Conduct, we are committed to high standards of integrity and sustainability. FPG has a 'zero tolerance' policy when it comes to unethical business behaviour, such as bribery, corruption and forced labour. We expect all of our suppliers to adhere to similar standards and to conduct their business ethically.

This FPG Supplier Code of Conduct defines the main principles underlying your business activities as one of our suppliers. As our supplier, you must comply with all applicable laws and regulations, as well as the requirements set out in this FPG Supplier Code of Conduct and your contractual obligations to us.

#### **A. HUMAN RIGHTS**

As a supplier to FPG, you shall:

- Respect the personal dignity, privacy and rights of each individual;
- Refuse to make any person work against his or her will; and
- Prohibit behaviour including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative.

#### **B. FAIR LABOUR CONDITIONS**

You shall ensure fair labour conditions. In particular, you will:

- Refrain from employment discrimination based on gender, age, ethnicity, nationality, religion, disability, union membership, political affiliation or sexual orientation;
- Respect the rights of employees to freely associate and bargain collectively;
- Not tolerate or use child labour in any stage of your activities other than in accordance with all applicable laws and regulations;
- Not use any forced labour, including but not limited to involuntary prison labour, victims of slavery and human trafficking and allow all employees the choice to leave their employment freely upon reasonable notice;
- Compensate employees fairly and follow local wage regulations and / or collective agreements, and where these do not exist, compensate employees so at the minimum they can meet their basic needs;
- Ensure that working hours, including overtime, do not exceed applicable legal requirements, and where such requirements do not exist, we recommend that working hours not exceed sixty (60) hours per week including overtime; and
- Ensure that employees are allowed at least one (1) uninterrupted day off per week.

#### **C. HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT**

You shall provide a safe and healthy workplace for all of your employees and shall conduct your business in an environmentally sustainable way. In particular, you will:

- Formally appoint a competent person to manage health, safety and environmental programs and improvements;
- Establish appropriate organizational structures and procedures for the effective management of health, safety and environmental risks; and
- Ensure that all workers are sufficiently aware of these risks and appropriately trained on the implementation of control measures.

#### **D. BUSINESS ETHICS**

You shall conduct your business in an ethical manner. In particular, you will:

- Refrain from any and all forms of corruption, extortion and bribery, and specifically ensure that payments, gifts or other commitments to customers (including FPG employees), government officials and any other party are in compliance with applicable anti-bribery laws;
- Adhere to anti-trust and other competition laws;
- Disclose to FPG information regarding potential conflicts of interest relating to your activities as an FPG supplier, including disclosure of any financial interest an FPG employee may hold in your business;
- Protect all confidential information provided by FPG and our respective business partners;
- Respect intellectual property of others, including FPG; and
- Adhere to international trade regulations and export control regulations.

**E. SECURE BUSINESS**

You shall conduct your business in a secure manner. In particular, you will:

- Implement reasonable measures for minimizing exposure of FPG to security threats such as terrorism, crime, pandemics and natural disasters; and
- When visiting or working at FPG locations, abide by FPG's security procedures and report any security concerns to the appropriate FPG channels.

**F. PROCUREMENT BY SUPPLIER**

You shall procure goods and services in a responsible manner. In particular, you will:

- Select your own tier one suppliers providing goods or services directly or indirectly to FPG based on them agreeing to adhere to standards comparable to those set forth in this FPG Supplier Code of Conduct; and
- When working at FPG locations, only subcontract work with prior consent from FPG.

**G. INSPECTIONS AND CORRECTIVE ACTIONS**

In order to ensure and demonstrate compliance with the FPG Supplier Code of Conduct, you shall keep record of all relevant documentation, and provide to us supporting documentation upon request. To verify your compliance, we reserve the right to audit and inspect your operations and facilities, at our own cost and upon reasonable notice, with or without support of a third party. If the results of such an audit or inspection cause us to be of the opinion that you do not comply with this FPG Supplier Code of Conduct, you shall take necessary corrective actions in a timely manner, as directed by us. If you fail to comply with this FPG Supplier Code of Conduct, then we may take action against you, including suspending or terminating your activities as one of our suppliers.

**H. ACCESS TO REMEDY**

In the context of our business relationship, if you or your employees believe that the terms of this FPG Supplier Code of Conduct are not adhered to, or that FPG is not acting in accordance with its own FPG Code of Conduct, then we encourage you to raise your concerns by writing to us.

We thank you for being our working partner.

Sincerely,



Eddie Yip  
First Port Global Pte Ltd  
Managing Director

