



## ***Hoskin Scientific Vendor Code of Conduct***

The Hoskin Scientific Vendor code of Conduct (“Code”) describes Hoskin Scientific’s expectations of how our vendors conduct business. All vendors engaged in providing products and services to Hoskin Scientific are expected to be familiar with the business practices of their suppliers and ensure they operate according to this Code of Conduct.

Vendors must act with integrity and are expected to demonstrate a commitment to legal, ethical, safe, fair, and environmentally responsible business practices. The Hoskin Scientific Vendor Code of Conduct guides us to select business partners who align with these principles and uphold business practices that are consistent with our company’s values. Hoskin Scientific provides an inclusive working environment and firmly believes discrimination in any form should not be tolerated. Vendors are expected to demonstrate a commitment to inclusive business practices, including, without limitation, promoting diversity in their workplace. Vendors are required to fully understand the requirements of this Code, operate in accordance with the expectations outlined in this Code and comply, with all applicable laws, rules, regulations, and standards within the geographies in which they operate.

This Vendor Code of Conduct is applicable to all entities within the Hoskin Scientific Group- Hoskin Scientific Ltd., Avensys Solutions Inc., CTH Industrial Controls, and Durham Instruments.

## **Labour and Human Rights**

Hoskin Scientific acknowledges its responsibility to protect human rights. Vendors are expected to adopt similar policies and practices that apply to all workers, suppliers, and throughout their supply chains.

### **1. Wages and Benefits**

Vendors should offer wages and benefits that meet or exceed the requirements of local law. At a minimum, vendors should pay workers regularly and timely, the legal minimum wage, the prevailing industry wage, or the wage negotiated in an applicable collective agreement- whichever is higher. All other types of legally mandated benefits must be provided as required by law. All overtime work must be performed and compensated in accordance with the law and the individual’s employment contract, or any other applicable collective agreement.

### **2. Young Workers**

Vendors must not employ child labour and should implement preventive measures to ensure that it does not employ anyone under the applicable legal minimum age of employment. The term “child” refers to any person under the age of 15 (or 14 where the law of the country permits), or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is higher. When employing workers over the age of 15 and under the age of 18, vendors must ensure that such employment is in accordance with the relevant law and must provide adequate protection against any conditions that may be hazardous to the health and safety of young workers.

### **3. Working Hours**

Working hours are not to exceed the maximum limit set by local law. Workers shall be granted and appropriately compensated for any types of paid leave or time off to which they are legally entitled under applicable law.



#### **4. Freedom of Association**

Vendors are anticipated to uphold and respect workers' rights to freedom of association and collective bargaining by meeting or exceeding the relevant requirements of local law. Workers and/or their representatives should be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, retaliation, intimidation, or harassment.

#### **5. Respect, Inclusion and Non-Discrimination**

Vendors are required to consistently treat all workers with the utmost respect and dignity. Vendors are required to comply with all applicable laws regarding discrimination in hiring and employment practices. Vendors are expected to maintain a workplace free of discrimination, harassment, victimization, and not tolerate any other form of inappropriate behavior or abuse on any grounds, including but not limited to age, race, colour, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information, or marital status. Vendors are required to maintain an environment that is free from harassment, violence, and abuse- whether physical or verbal- at all times.

#### **Ethical Business Practices**

Vendors distance themselves from any form of corruption or bribery, including all forms of payment or revenues aimed at influencing decision-making or gaining advantages in acquisition or retention. Observance of ethical conduct is always maintained and adherence to all relevant laws and regulations concerning the protection, use and disclosure of proprietary, confidential and personal information is upheld. Compliance with national and international standards and laws is required, particularly, observing regulations on antitrust and competition law. All business processes should be transparent and accurately reflected in accounting books and records.

##### **1. No Improper Advantage**

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given, or accepted. This prohibition applies promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage.

##### **2. Fair Business, Advertising and Competition**

Standards of fair business, advertising, and competition must be rigorously upheld. Vendors are required to conduct their business in a manner consistent with fair and vigorous competition and in compliance with all applicable laws and regulations relating to antitrust, unfair competition, unfair/deceptive trade practices, and accurate and truthful advertising.



### **3. Privacy, Data Protection and Intellectual Property**

Vendors are expected to protect the confidential information of business partners, including suppliers or cooperating partners, as well as personal data. Vendors must adopt and maintain processes to provide reasonable protections for personal, proprietary and confidential information, including information that they access, receive or process on behalf of the Hoskin Scientific group. The collection, storage, processing, transmission and transfer of confidential information and personal data shall comply with all applicable privacy/data protection and information security laws and official regulations. Intellectual property rights shall be respected; technology and knowledge transfers shall be performed in a way that safeguards intellectual property rights, as well as customer and supplier information.

### **4. Export Control and Embargo**

Checking and complying with all applicable customs regulations for import and export transactions is required. This includes adherence to country- and person-related sanctions lists, embargo measures, and other laws, regulations and directives that control the movement of goods, technologies, and payments.

### **Environment, Health and Safety**

Vendors must comply with all applicable environmental, health and safety laws and regulations, inclusive of obtaining and complying with all required environmental permits, licenses, and registrations. Vendors are encouraged to adhere to similar environmental efforts as appropriate to their businesses and aligned with best practices locally and globally. Vendors undertake to identify the environmental impacts and minimize adverse effects on the community, environment, and natural resources within their manufacturing operations, while safeguarding the health and safety of the public.

#### **1. Health and Safety Work Environment**

Vendors 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 others affected by their activities. Vendors are required 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.

#### **2. Emergency Preparedness**

Potential emergency situations and events shall be identified and assessed. Their impact shall be minimized by implementing emergency plans and procedures for responding to emergencies. Vendors must have procedures in place to detect and manage potential risks to workers, including appropriate emergency response plans, and must make appropriate safety information relating to hazardous materials available to workers. The emergency plans should include appropriate fire detection systems, firefighting equipment, marking of escape routes, and regular emergency drills.



### **3. Sanitation, Water, and Housing**

Vendor's workers must be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. If the vendor provides worker accommodation, it is to be maintained in a clean and safe manner, and provide appropriate emergency egress, fire safety measures, hot water for bathing and showering, adequate heat and ventilation, and reasonable entry and exit privileges.

### **4. Environmental Protection**

Vendors shall operate in an environmentally responsible manner and shall take reasonable actions to minimize adverse impacts on the environment. Vendors are encouraged to track, manage, and mitigate the environmental impact of their operations and strategies, including those of their suppliers. Emissions and discharges of pollutants and generation of waste are to be minimized or eliminated at the source or by practices such as modifying production, maintenance, and facility processes.

### **5. Water management**

Vendors are encouraged to take steps to conserve, reduce the use of, and reuse water in their own operations. Additionally, vendors are advised to proactively manage water resources to ensure that their operations do not prevent access to sufficient safe water, sanitation and hygiene for all users in surrounding communities, including those both upstream and downstream from their facilities.

### **6. Waste**

Vendors are encouraged to implement tangible measures to minimize or eliminate waste across their operations and those of their suppliers. Any waste, particularly hazardous waste, must be managed in a responsible manner. Chemical and other materials posing a hazard if released to the environment should be identified and managed to ensure safe handling, movement, storage, recycling, reuse, or disposal. All workers who handle waste and hazardous wastes must be properly trained on how to deal with substances and the potential hazards the material presents if mismanaged or released to the worker and environment.

### **7. Material Restrictions and Handling**

All materials used by vendors must comply with applicable rules, laws, and regulations regarding the prohibition or restriction of specific substances to ensure their safe and responsible handling, storage, reuse, recycling and disposal.



## **Business Continuity**

Vendors are expected to effectively manage business continuity risk and ensure the availability and continuity of critical services. Depending on the relevant applicability and nature of their respective businesses, vendors should have plans in place for their business and services to continue with minimal interruption in the event of an emergency, crisis situation, weather-related or other natural disaster, pandemic or epidemic, terrorist/security related event, strikes, labour or other resource constraints, system and/or facilities outage or unavailability, power outage, and/or telecommunication outage or unavailability. This strategic plan is essential to ensure that there will be no significant disruption to Hoskin Scientific's business, operations and reputation.

## **Management Systems**

Hoskin Scientific Group strongly encourages its vendors to establish effective management systems that utilize the best available techniques and practices for adherence 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 reviewing of risk controls, along with prompt and accurate reporting of all incidents.