

SUPPLIER CODE OF CONDUCT

Denis Asia Pacific has a commitment and obligation to create, and produce effective events in the most ethical, safe, environmentally and socially responsible way.

As an integral part of our commitment to enhancing our economic, social and environmental performance, we, Denis Asia Pacific (DAP) are committed to promoting and improving sustainable practices in our organisation and across all our events.

These practices, within the supply chain, strongly contribute to the improvement of all parties sustainability performance and ultimately lead to long-term, mutually beneficial relationships between suppliers and stakeholders. The present Supplier Code of Conduct states our sustainability principles and sets our minimum expectations in the actions of our suppliers for our company and our clients. This Supplier Code of Conduct (SCC) is part of the DAP sustainability policy and intends to minimize adverse environmental and social impacts while stimulating our suppliers to source their products and services in the most prudent manner.

DAP consistently applies this policy as one of the criteria used in the selection and evaluation of business partners and suppliers.

A. Business, legal and ethical requirements

1. Legal framework

DAP's partners and suppliers, as well as their sub-contractors must comply with all laws and regulations of the country they are operating in, as well as with all contractual obligations related to their business activity.

DAP will not accept any conduct that is unlawful or violating these obligations.

2. Ethics framework

DAP's partners and suppliers, as well as their sub-contractors must adhere to the highest ethical standards of conduct in all their business activities, as well as respect all applicable trade laws.

DAP's partners and suppliers, as well as their sub-contractors, must reject any type of bribery or corruption within their activity. DAP encourages setting up

internal policies to prevent this type of actions to take place within their organization.

DAP's partners and suppliers, as well as their sub-contractors must respect and safeguard any confidential information by limiting its access to employees that have the need to know in order to do their job properly. Confidential information must be kept as such, even if/when the business relationship ends.

DAP's partners and suppliers, as well as their sub-contractors must conduct their business with clear and transparent financial processes, respecting regulations of the country where the business activity is conducted.

DAP's partners and suppliers, as well as their sub-contractors must report to DAP any situation that may lead to a potential conflict of interest, and inform DAP if any of their employee or contracted person have an interest in their business

B. Labour and human rights

DAP is committed to the promotion of human rights and to respect application of international labour and human right requirements.

1. Child labour

DAP's partners and suppliers, as well as their sub-contractors must not allow the employment of underage personal in their business processes.

The minimum age for employment or work shall not be less than the age of completion of compulsory schooling, legal age or less than 15 years, whichever is higher.

When legislation allows it, and in countries where economy and educational facilities are insufficiently developed, DAP's partners and suppliers or their sub-contractors may employ children between the age of 13 to 15 years old, for light work, in the case this work is not harmful to their health or development, and do not interfere with educational activities. (ILO [Minimum Age Convention, 1973 \(No. 138\)](#))

DAP depends on suppliers and sub-contractors to convey the message that they purchase no product, or support in any way, business that harm children or benefits from child labour.

2. Forced Labour

Forced labour refers to any form of indentured servitude such as the use of physical punishment, confinement, threats of violence as a method of discipline or control such as retaining employees' identification, passports, work permits or deposits as a condition of employment.

DAP's partners and suppliers, as well as their sub-contractors must not engage, participate or benefit in any form of forced labour described above. Employees must benefit from freedom of movement at their workplace, as appropriate to their function.

Where the Supplier is using migrant or prison labourers under a legal framework, DAP must be informed and allowed to review appropriate documentation maintained by the Supplier.

3. Employee contract

DAP's partners and suppliers, as well as their sub-contractors must provide the employee with a written, understandable and legally binding contract, detailing basic agreed terms between the company and the employee, such as: hours, pay, overtime, benefits, leave rights.

The contract must be fully understood by the employee, using adapted language if necessary.

The contract must be signed by both parties.

Any change to the terms expressed above must be agreed in writing by both parties, and signed.

4. Employee protection & Non-discrimination

DAP's partners and suppliers, as well as their sub-contractors must engage to treat workers with respect and dignity.

DAP's partners and suppliers, as well as their sub-contractors must not engage in any form of coercion, physical, sexual, psychological, verbal harassment or abuse.

They must also engage in giving equal opportunities to their workers to develop work-related skills and knowledge.

DAP's partners and suppliers, as well as their sub-contractors must consider employees for positions on the basis of their qualifications and abilities only. Any employment-related decision must be based on objective criteria only, and must exclude criteria such as race, colour, gender, political or religious beliefs, social, ethnic or national origin, marital status, age, sexual orientation, health status or disability.

5. Wages and Benefits

DAP's partners and suppliers, as well as their sub-contractors must recognize that wages are essential to meeting employees' basic needs and will make every effort to ensure that workers receive wages that meet basic needs by local standards.

DAP expects its partners and suppliers, as well as their sub-contractors to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments.

Monetary fines or wages deduction engaged as disciplinary measures must be prohibited, unless permitted by the respective national law or the collective agreement. The employee must be informed of such deduction accordingly.

6. Working hours

DAP's partners and suppliers, as well as their sub-contractors must comply with the working hours schedule and overtime hours determined by the law of the country their business is taking place. Any overtime work must be voluntary based. Overtime work must be paid according to the local law.

The employees must benefit of a period of rest of at least 24 hours every period of seven consecutive days. If, for any acceptable reason, the employee is to work during this period, he must be compensated according to the local law.

6. Freedom of trade unions and collective bargaining

DAP's partners and suppliers, as well as their sub-contractors must respect the right of all employee to form and join trade unions, and to participate to collective bargaining.

They must not attempt to influence employees in this right.

Participation of an employee to a trade union or a collective bargaining must not influence hiring or employment decisions.

C. Health and Safety

DAP's partners and suppliers, as well as their sub-contractors must provide their employees with safe and healthy work environments in compliance with country and local health and safety laws and regulations.

They must take adequate steps to prevent accidents or injuries to health arising out of, associated with, or occurring in the course of work

DAP's partners and suppliers, as well as their sub-contractors must develop detailed procedures for occupational health and safety and update them regularly.

These procedures and policies must inform the employees on health and safety matters in the premises.

They must also allow keeping records of incidents, accidents and injuries.

DAP's partners and suppliers, as well as their sub-contractors must develop emergencies procedures to prevent and answer effectively to any health and safety related incident that could occur in their premises.

Adequate trainings and equipment must be provided to the employees according to their position in the working environment.

DAP's partners and suppliers, as well as their sub-contractors must supply products and/or services that meet all food quality and safety standards internationally recognized, in addition of respecting the specifications agreed with DAP.

D. Environmental Commitment

DAP's partners and suppliers, as well as their sub-contractors must comply with all national environmental regulation that apply to their field of business.

They must ensure that their activities, product and/or services comply with local environmental legislation through constant awareness of legislation, training and monitoring.

DAP demands and encourages a strong environmental commitment and aggressive efforts to protect and restore the natural environment. We favour partners who:

- Implement and execute an effective waste management system demonstrating environmental commitment to recycling and waste diversion

- Eliminate toxic and hazardous substances from products and operations
- Increase efficiency and reduce the use of natural resources including raw materials, energy and water with the objective of minimizing pollution and waste
- Reduce carbon emissions and promote the use of renewable energy
- Innovate to find new sustainable materials and processes to produce their products and services

E. Progresses, Reporting and Compliance

1. Monitoring

DAP's partners and suppliers, as well as their sub-contractors must allow any DAP representative to proceed to audit their premises and activities, in order to confirm that they are indeed respecting the terms of this Code of Conduct. These audits may imply documents review and on-site visits.

2. Reporting

DAP's partners and suppliers, as well as their sub-contractors must report any breach to the terms of this Code of Conduct to DAP (by e-mail to info@denisgroup.net).

3. Compliance

If any principle in this supply code of conduct is found to be breached and/or reported, the parties shall meet at DAP's request and discuss the reasons leading to the breach. The parties shall then envisage and set up corrective actions with an appropriate time schedule to solve the breach of the principle.

If the corrective actions are not implemented in time and to DAP's satisfaction or if the breach recurs, DAP shall be entitled to cancel the purchase order in force and/or terminate the pending contract.

F. Certification

DAP seeks to work with business partners who have published commitments and performance to environmental and social responsibility. We encourage all

suppliers to seek industry specific third party certification as a way to express their commitment.

G. Partnership

DAP understands that sustainability requires collaboration and engagement with all its suppliers. DAP invites suppliers who respect its code of conduct to join the effort to raise awareness and promote more responsible business practices and to actively do their utmost to achieve the standards outlined here.

SUPPLIER COMMITMENT:

We, the undersigned supplier of DAP, confirm our commitment to fully adhere to the above described policies.

COMPANY NAME & ADDRESS:

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REPRESENTATIVE:

(Full name)

(position in Supplier's organisation)

Date:

(Signature / Stamp).....