

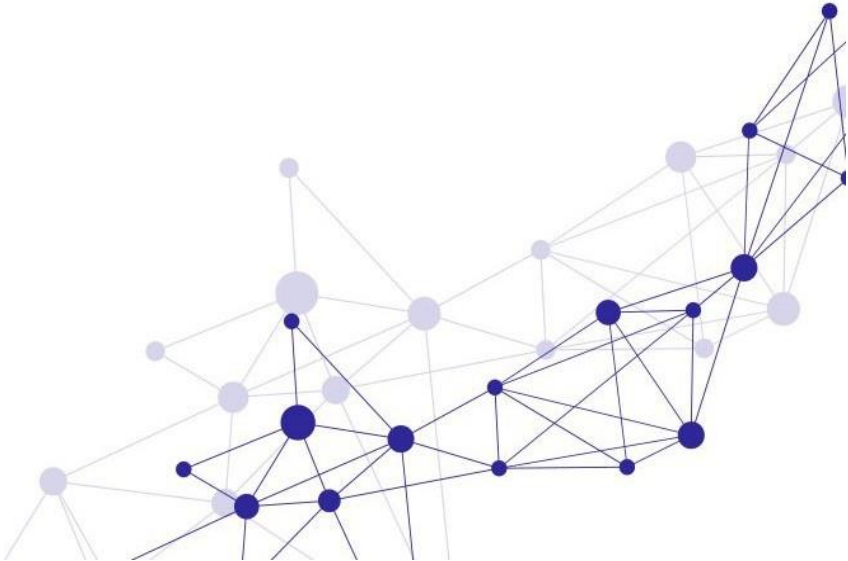


# SUPPLIER CODE OF CONDUCT

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Dec 2022 Version



# Message from Byron Selman



Dear business partner,

Advanced Instruments is the global leader in freezing point osmometry and analytical instrumentation used in clinical, pharmaceutical, biotechnology, and food and beverage labs. For over 65 years, our guiding principles have been service, quality, and reliability. Our mission is to accelerate the development of sustainable global customer-centric solutions that enable the delivery of life-saving drugs and treatments and ensure the safety and quality of our food supply.

Advanced Instruments measures success in many ways. Our guiding principles and mission mean that it is not enough to succeed in the marketplace – we must do that while observing the highest standards of personal and corporate integrity even if that requires us to make difficult decisions. We adhere to the U.N. Global Compact’s principles of Human Rights, Labor, Environment, and Anti-Corruption. These principles must guide our conduct and decision-making – we expect the same of our Suppliers.

Our Supplier Code of Conduct does not cover every situation, but it is critical to our overall compliance program. Accordingly, we expect our Suppliers to comply with this Supplier Code of Conduct.

Thank you for your ongoing commitment as a valued Supplier to Advanced Instruments.

A handwritten signature in dark ink, appearing to read "Byron Selman".

Byron Selman  
President & CEO



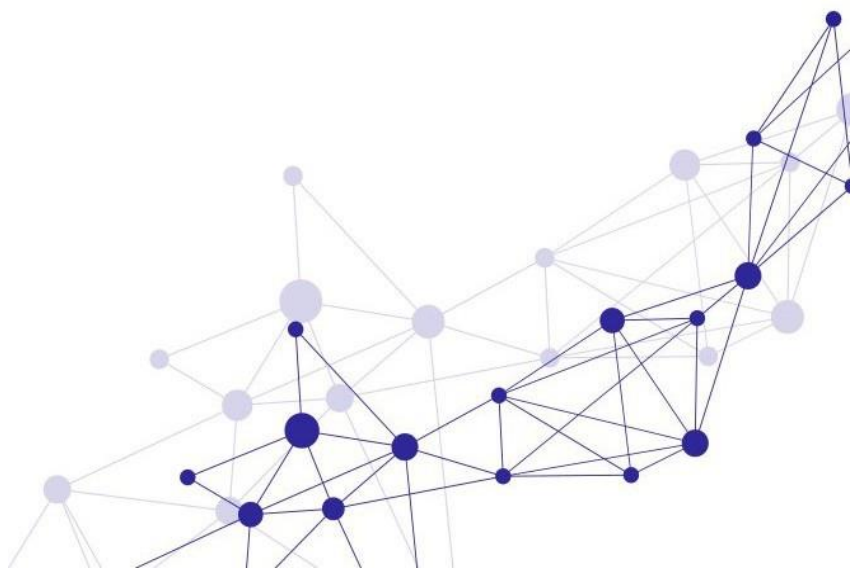
# Overview

At Advanced Instruments, our mission is to accelerate the development of sustainable global customer-centric solutions that enable the delivery of life-saving drugs and treatments and to ensure the safety and quality of our food supply.

To achieve this mission, we must earn the trust of our customers and business partners. Earning this trust means more than delivering superior products and services – Advanced Instruments must conduct our business in a responsible and transparent manner. We expect the same of any third party that provides products or services to Advanced Instruments (collectively, “**Suppliers**”).

Accordingly, this Supplier Code of Conduct (“**Code**”) applies to all Suppliers. **Advanced Instruments reserves the right to terminate a relationship with any Supplier that fails to meet or exceed the standards in this Code.** Each Supplier must also hold its third-party providers to the same standards.

Upon becoming an Advanced Instruments Supplier, each Supplier will complete the attached declaration and will be required to re-certify its compliance with this Code at the request of Advanced Instruments or at least every five (5) years.



# Legal & Regulatory Compliance

## Fair Competition and Anti-Trust Laws

Supplier must:

- Not engage in commercial practices that restrict or limit competition.
- Comply with all global anti-trust laws applicable to its business.

## Anti-Bribery and Corruption

Supplier must:

- Not provide anything of value to influence the behavior of a government official or other third party.
- Abide by all applicable anti-bribery and anti-corruption laws.

## Conflict Minerals

Supplier must not supply products to Advanced Instruments that contain metals derived from minerals in conflict regions that directly or indirectly finance or benefit armed groups (including from the Democratic Republic of the Congo or an adjoining country).

## Gifts and Entertainment

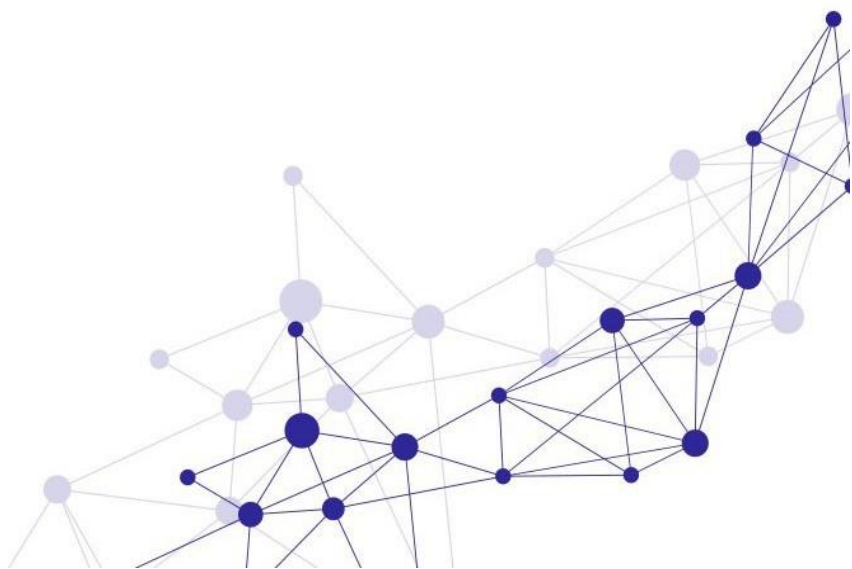
Supplier must:

- Maintain the highest ethical standards.
- Not provide or offer to provide cash, gifts, or entertainment to obtain business from Advanced Instruments or other customers.

## Import/Export Laws

Supplier must:

- Comply with all applicable trade laws.
- Maintain accurate product markings.
- Keep accurate records of its exports and imports.



# Employment Practices & Human Rights

## Slavery and Human Trafficking

All labor must be voluntary.

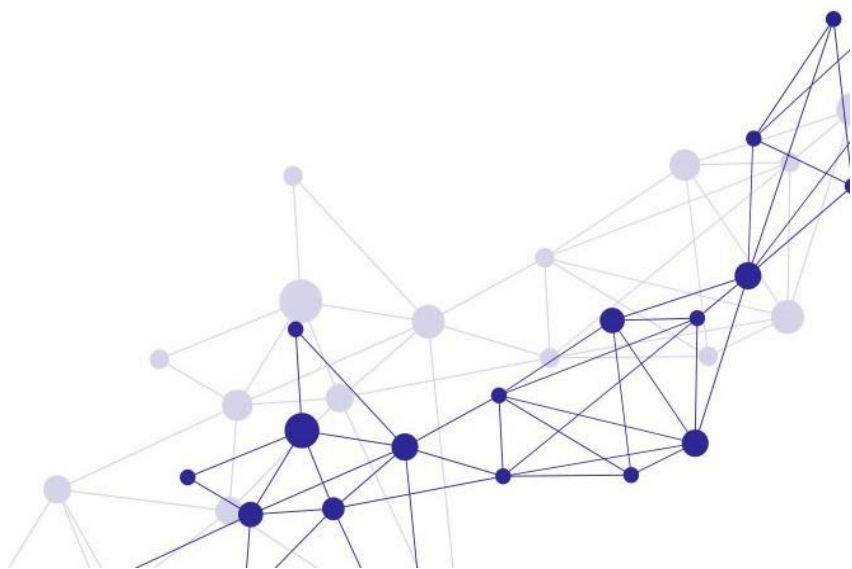
Supplier must:

- Not support or engage in slavery or human trafficking in any part of its supply chain.
- Implement and maintain a reliable system to verify the eligibility of all workers, including age and legal status of foreign workers.

## Compensation & Benefits

Supplier must:

- Pay wages (including overtime) and provide benefits that satisfy all requirements under applicable law.
- Make wage payments on a schedule that complies with applicable law and provide benefits on a timely basis.
- Provide proof of payment to workers in a clear manner that shows hours worked, wage amounts and rates (regular, overtime, and bonus), and deductions.
- Ensure that proof of payment is accurate, clearly calculated, and enables workers to quickly verify the amount of payment and method of calculation.
- Maintain proper documentation of wage payments for its internal records.



# Employment Practices & Human Rights

## Work Hours

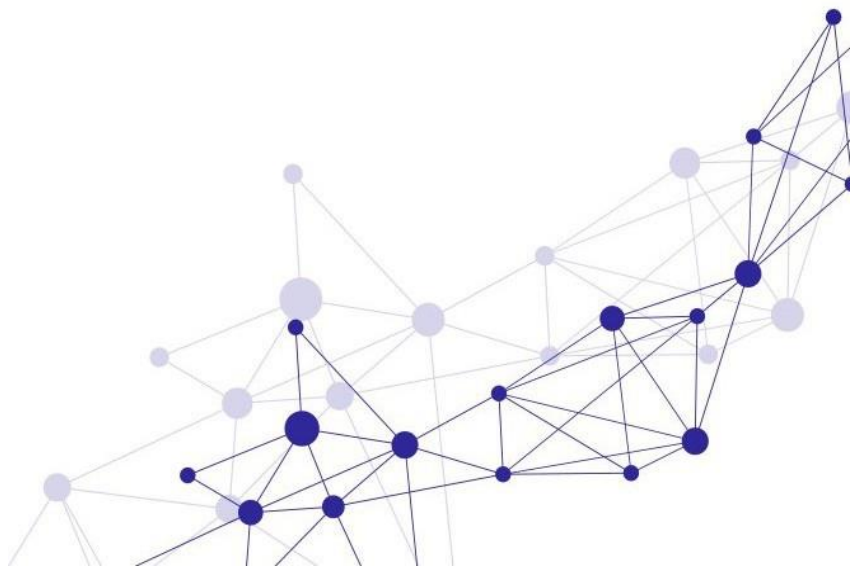
Supplier must:

- Not require or allow employees to work more than the maximum number of hours permitted under applicable law.
- Not require employees to work overtime, and any overtime hours employees agree to work must not exceed the maximum permitted under applicable law and must be paid according to applicable law.
- Allow employees to take reasonable breaks.
- Use an industry-accepted time keeping system to track employee hours.
- Maintain work-hour policies that ensure compliance with applicable law.
- Prohibit child labor.

## No Discrimination, Abuse, or Harassment

Supplier must:

- Not discriminate in hiring, compensation, training, advancement or promotion, termination, retirement, or any other employment practice based on race, color, national origin, gender, gender identity, sexual orientation, or any other characteristic.
- Treat workers with respect and dignity.
- Have and enforce a zero-tolerance policy for physical, verbal, sexual, or psychological abuse or harassment of any employee.





# Employment Practices & Human Rights

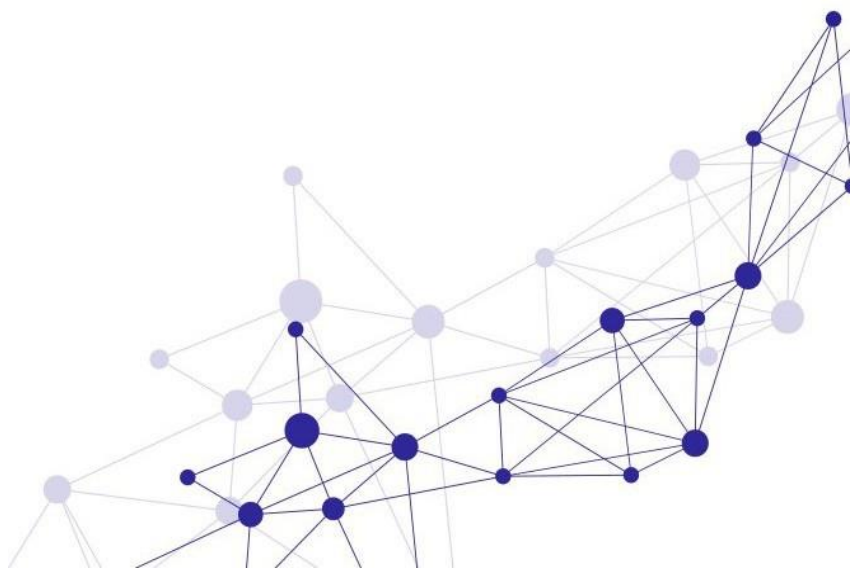
## Health & Safety

Supplier must:

- Provide a safe, healthy, and sanitary working environment.
- Implement procedures and safeguards to prevent workplace hazards, and work-related accidents and injuries.

## Freedom of Association

Supplier will respect, and not interfere with, the right of workers to decide whether to lawfully associate with groups of their choice, including the right to form or join trade unions and to engage in collective bargaining.



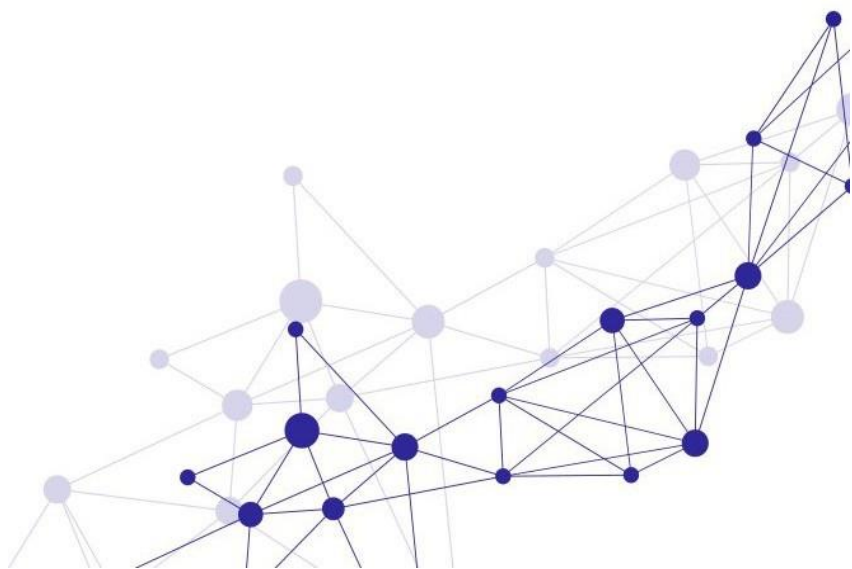
# Environmental Protection

## Operation of Supplier's Facilities

Supplier will operate its facilities in compliance with all applicable environmental laws, including laws and international treaties relating to waste disposal, emissions, discharges, and hazardous and toxic material handling.

## Inputs and Components

Supplier must ensure that the goods that it manufactures (including the inputs and components that it incorporates into its goods) comply with all applicable environmental laws and treaties. Supplier must ensure that it will only use packaging materials that comply with all applicable environmental laws and treaties.





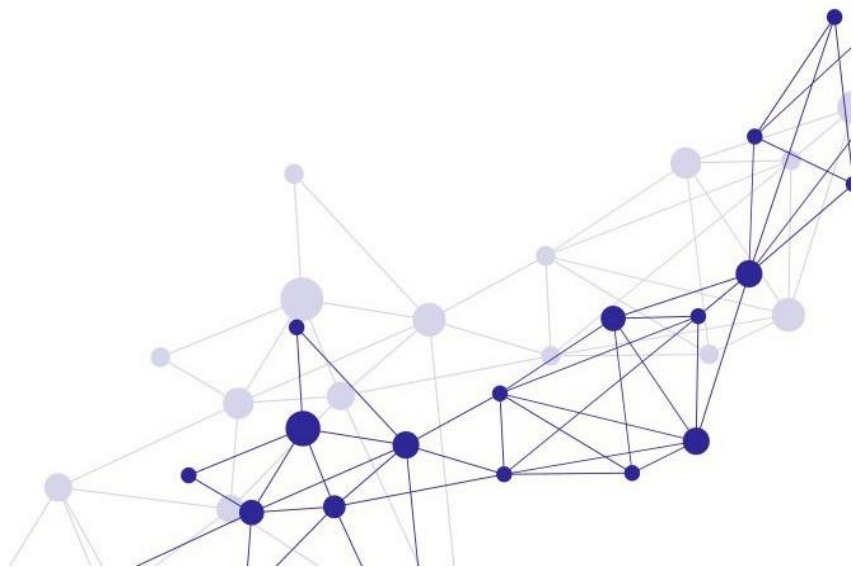
# Compliance

## Monitoring & Reporting

Advanced Instruments will monitor each Supplier's compliance with this Code, and this monitoring may include site visits to each Supplier's facilities and audits of those facilities. If Advanced Instruments believes a Supplier has violated this Code, it will promptly investigate. Advanced Instruments may immediately terminate a Supplier relationship if a Supplier or its partners fail to meet the requirements of this Code.

**If a Supplier suspects a violation of this Code, it should immediately call the Advanced Instruments Whistleblower Hotline at the appropriate number listed below.**

- **English speaking USA and Canada:** 877-222-1370
- **Spanish speaking USA and Canada:** 800-216-1288
- **French speaking Canada:** 855-725-0002
- **Spanish speaking Mexico:** 01-800-681-5340
- **All other countries:** 800-603-2869 (must dial country access code first [click here](#) for access codes and dialing instructions)



# Supplier Compliance Declaration

## Supplier Compliance Declaration

On behalf of \_\_\_\_\_, I, \_\_\_\_\_, a duly authorized representative, certify:

1. That we have received and read the Advanced Instruments Supplier Code of Conduct (“**Code**”) and will fully comply with its principles and requirements.
2. That we will communicate the contents of the Code to our employees, agents, subcontractors, and suppliers and implement all requirements.

We understand that compliance with this Code is required to maintain our business relationship with Advanced Instruments.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*The Compliance Declaration must be signed by a duly authorized representative of the company.*

