



Supplier Code of Conduct
Converge Technology Solutions

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Supplier Code of Conduct

Policy statement that the company is committed to maintaining high standards in areas such as, amongst others, environmental sustainability, human rights, anti-bribery and corruption, integrity and business security.

Converge Technology Solutions Supplier Code of Conduct Policy

1.0 Purpose

Converge Technology Solutions (“Converge”) is committed to maintaining high standards in areas such as, amongst others, environmental sustainability, human rights, anti-bribery and corruption, integrity and business security.

2.0 Scope

We anticipate that all our suppliers will abide by similar standards and conduct their business in an ethical manner. As a supplier, you must comply with all applicable local, national and international legislation and must also agree to observe the following code.

3.0 Policy

3.1 Quality and Partnership

Converge Suppliers shall provide quality services to Converge and its clients consistent with the following requirements.

Compliance with Terms and Conditions

Converge Suppliers shall comply with all requirements, specifications, and terms and conditions of its agreements with Converge (e.g., subcontracts, purchase orders, etc.). Converge Suppliers shall not substitute a different product or service or use others to fulfill its agreements with Converge without Converge’s prior written approval. Converge Suppliers shall assign personnel with appropriate expertise and skill to perform its agreements with Converge.

Truthful Statements Made to or for Converge

Converge Suppliers always must be forthright and open in their dealings with Converge. Converge Suppliers preparing proposals, bids, or contract negotiations for Converge, or interacting with others on behalf of Converge, must ensure that all statements, communications, and representations are current, accurate, and complete.

3.2 Values

This Code is built on the framework of Converge’s core values.

Human rights, equality and diversity

Converge believes in fairness, equality, and diversity, both as an IT Reseller and as an employer. We require our suppliers to:

- comply with all relevant legislation encompassing Human Rights and Equality respect the personal dignity, privacy and rights of all individuals, including your employees and those in your supply chain;
- not tolerate discrimination on the basis of gender, age, disability, race, religion, sexuality, social class or in any other way;
- ensure equal opportunities are available to all; and
- understand diversity through inclusion of all people, regardless of age, disability, gender, racial origin, religion, belief, sexual orientation, language, union activity etc.

Fair employment practices & conditions, slavery, human trafficking and child labor

Converge is committed to ensuring that employment is freely chosen, child labor shall not be used, and no harsh or inhumane treatment will occur. Our suppliers are required to (and must ensure that their supply chain shall):

- respect the rights of employees to freely associate and bargain collectively;
- not use any forced labor or involuntary prison labor and allow all employees the choice to leave their employment freely upon reasonable notice;
- not force the relocation or movement of any workers;
- not use or promote forced or child labor in any way; and
- understand that all staff are entitled to work in an environment which respects their personal dignity and take steps to ensure that the working environment is free from harassment, bullying or any other type of intimidation.

Health and safety

Converge aims to provide each employee with a safe working environment. We require our suppliers to:

- ensure that all operational locations meet, as a minimum, all local health and safety regulations;
- ensure all employees are appropriately trained and aware of all health and safety risks and procedures within their working environment; and
- record all accidents and/ or near misses and investigate these to determine if preventative action is required to prevent further accidents.

Environmental sustainability

Converge is committed to preserving and enhancing the environment in the communities where its various businesses operate through responsible and environmentally oriented operating practices. Converge Third Parties are encouraged to participate in undertakings geared to improving the environment in both their workplace and community and shall comply with all applicable environmental laws, regulations, and standards.

Secure business

Converge is committed to maintaining the highest levels of security. We require our suppliers to:

- implement reasonable measures for minimizing exposure to physical security threats such as terrorism, crime, pandemics and natural disasters;
- notify Converge as soon as administratively possible in the event of experiencing a security breach;
- implement reasonable measures for minimizing exposure to cybersecurity threats such as terrorism, crime, viruses (and other malicious code), abuse, misuse and unauthorized access;
- comply with all relevant laws, regulations and standards addressing cybersecurity, including ensuring that appropriate technological and organizational security procedures are in place and that any security concerns are reported promptly to the appropriate person; and
- protect all confidential information and intellectual property of others.

Anti-Bribery, corruption and anti-competitive practices

Converge adopts a zero-tolerance approach towards bribery, fraud and corruption and is committed to the highest levels of ethical conduct and integrity in business activities. We require our suppliers to:

- refrain from and prevent any and all forms of corruption, extortion and bribery to comply with all relevant laws, regulations and standards
- ensure that appropriate prevention procedures are in place to mitigate the risk of tax evasion and to comply with all relevant laws, regulations and standards;
- apply this policy to all employees and directors and to temporary workers, consultants, contractors, agents and subsidiaries acting for and on behalf of our suppliers;
- understand that it is the responsibility of all employees and associated persons to assist in the prevention, detection and reporting of bribery, corruption and/or fraud;
- ensure all employees are aware of who to report and any concerns they may have, and encourage them to do so;
- ensure new business is procured in a responsible manner;
- ensure employees make the relevant person aware of any conflict of interest they may or suspect they may have; and

- not partake in any anti-competitive practices, including colluding with peers, suppliers or any other parties with the aim of influencing pricing, bid rigging, participating in or being involved with a cartel, or any other practice which is intended to, or which has the effect of reducing free competition in any marketplace.

4.0 Enforcement

Failure to comply with this Code and/or with applicable laws and regulations may result in termination as a Converge Supplier and, as appropriate, referral of the matter to local authorities.

Converge Suppliers must report to Converge any conduct, including conduct of any Converge member, that it believes in good faith to be an actual, apparent, or potential violation of this Code. Prompt reporting of violations is in the best interests of Converge and Converge Suppliers. Converge takes all allegations seriously.

To report an incident, you may contact Converge confidentially in one of the following ways:

To report an incident, follow the guidance of our Whistleblower Policy (available on the Intranet or by request from People Operations) in the following two confidential ways:

1. Online at <https://convergetp.com/compliancereporting/>
2. Phone at 1.888.300.3965