



Belam

Supplier Code of Conduct

ABOUT Belam

Belam believes that a strong commitment and a strategic approach to corporate responsibility are essential for managing the challenges and opportunities of a rapidly changing global environment.

To that end, Belam deployed a Corporate Responsibility Roadmap that enhances Belam's strategy for managing its business in a sustainable manner.

Therefore, in line with Belam's vision for its suppliers, Belam wishes to actively engage its supply chain by the adherence of all its suppliers to its Supplier Code of Conduct (herein the "Supplier Code") that has been developed with recognition of the principles of human rights, labour standards, environment and anti-corruption.

Belam places substantial value upon suppliers who support and respect the internationally proclaimed human rights contained in the Universal Declaration of Human Rights, such as equality, life and security, and freedom.

LEGAL COMPLIANCE

The provisions of this Supplier Code set forth Belam's expectations from all suppliers with whom it does business. Therefore, Belam expects the supplier and any of its subsidiaries or affiliates to comply with its principles.

Although the Supplier Code only applies to Belam's direct suppliers, Belam encourages the supplier to invite its own suppliers to comply with its terms.

The supplier and its employees are expected, as a minimum, to comply with the requirements set forth in this Supplier Code or with the provisions of the laws and regulations in each jurisdiction(s) where the supplier operates, whichever is more stringent.

LABOUR

Belam expects the supplier to comply, as a minimum, with all applicable local laws and regulations related to labour and employment including, but not limited to, minimum wage, maximum hours of work, days of rest, compensation, freedom of association, right to organize and collective bargaining.

Furthermore, Belam expects the supplier to comply with the following principles:

Child Labour

Belam will not engage in nor support the use of child labour. The supplier is expected not to use child labour. By child labour, it means employees under the age of 15 years old. However, for employment or work which by its nature or circumstances is not suitable for a person under the age of 18 years old, child labour shall mean employees under the age of 18 years old.

Forced or Compulsory Labour

Belam will not engage in nor support the use of forced or compulsory labour. The supplier is expected not to exact any work or service from any person under the menace of any penalty. For

example, the supplier's employees must be free to leave work or terminate their employment with reasonable notice, and they are not required to surrender any government-issued identification, passports or work permits as a condition of employment.

Freedom of Association

The supplier is expected to recognize the principle of freedom of association and the right to collective bargaining.

Respect and Dignity

The supplier is expected to treat all employees fairly, ethically, respectfully and with dignity. The supplier must protect its employees from harassment, bullying and victimization in the workplace, including all forms of sexual, physical and psychological abuse.

Discrimination

Belam supports diversity and employment equity. The supplier is expected to offer equal employment opportunities and compensation without any discrimination, unless such discrimination is based on the inherent requirements of the job or in the course of a program to promote diversity.

HEALTH & SAFETY

Belam provides a safe workplace to its employees. Belam expects that the occupational health and safety of employees is a priority for the supplier throughout all significant aspects of its activities. As a minimum, the supplier must comply with all applicable health and safety laws, regulations and standards. The supplier shall take appropriate action, such as policies, standards, procedures, contingency measures and management systems, in order to prevent occupational illnesses and work-related accidents and to provide a safe and healthy workplace to its employees.

Belam encourages the supplier to:

- communicate to its management, employees and contractors its commitment to improving health and safety, and to provide training on such commitment;
- apply for and maintain OHSAS 18001 or equivalent certification; and
- systematically evaluate its health and safety performance through appropriate audits and report progress.

ENVIRONMENT

Belam conducts its operations in a sustainable way and in compliance with the environmental laws and regulations. Belam expects that environmental protection is a priority for the supplier in all significant aspects of its activities. As a minimum, the supplier must comply with all applicable environmental laws, regulations and standards. The supplier shall strive to reduce the impacts of its activities and products on the environment and work towards a "total life-cycle" view in product design, while maintaining its competitiveness.

The supplier shall:

- adopt any appropriate policy, standard, procedure, contingency measure and management system in order to ensure that its operations are managed ecologically and in a sustainable way; and
- take necessary measures in order to prevent pollution, to conserve and use rationally the natural resources required for its operations and implement relevant emergency response plans and procedures.

Belam encourages the supplier to:

- communicate to its management, employees and contractors its commitment to improving environment, and to provide training on such commitment;
- apply for and maintain ISO 14001 or equivalent certification; and
- systematically evaluate its environment performance through appropriate audits and report progress.

ANTI-CORRUPTION

Belam promotes integrity and ethics in all aspects of its activities. Belam expects the supplier to comply with all applicable laws and regulations on corruption, bribery, prohibited business practices and extortion. Furthermore, the supplier must never make or approve an illegal payment to anyone under any circumstances.

CONFLICT OF INTEREST / ETHICS

The supplier must disclose any actual or potential conflict of interest, and discuss it with Belam's management. Any activity that is approved, despite the actual or apparent conflict, must be documented.

GOVERNANCE

Belam may verify the compliance of all its direct suppliers with the Supplier Code. Such verification will be conducted by way of a supplier's self-evaluation or an audit by Belam (or an external resource designated by Belam) who may visit the supplier's facilities with appropriate notice.

Compliance with the principles contained in the Supplier Code is a criteria that is taken into consideration in Belam's supplier selection process.

Whenever a situation of non-compliance is identified, Belam may work with the supplier to develop and implement a corrective plan to improve the situation. Belam will continue to develop monitoring systems to assess and ensure compliance with the Supplier Code.

Belam encourages the supplier to implement policies, procedures, tools and indicators necessary to ensure compliance with the principles listed above.

Responsibility of the Supplier

As a supplier of Belam, the supplier's role begins, but does not end, with understanding this Supplier Code. If any ethical or legal compliance issues arise that raise any questions, the supplier has the responsibility to bring them forward.

To raise a concern, the supplier can call the Belam Office at +371 67013400 or send an email to contact@belam.lv. The main function is to ensure that all raised compliance issues through any channels offered to the supplier in this Supplier Code are resolved quickly, fairly, and at the proper level in the organization.