

Supplier Code of Conduct

Dear Business Partners,

At the heart of **Exhibition Services & Contractors Association (ESCA)** lies our dedication to our core values. Our commitment to integrity, empathy, innovation, enthusiasm, performance excellence and collaboration allow us to give our customers the best product possible.

But in order to achieve this, we need to ensure compliance from the whole company, including third parties with which we conduct business. **ESCA's** Supplier Code of Conduct is designed to express our core values to the third parties and suppliers that we work with and help us meet the highest ethical standards possible. We require suppliers that we work with to strive to achieve best practice, going beyond the sentiments expressed in this code to create a sustainable work environment for years to come.

Thank you for contributing to the legacy of integrity we enjoy at **ESCA**.

I. Purpose

The Supplier Code of Conduct is the foundation of our relationship with the third parties we work with- creating a mutual understanding of our company's core values and beliefs. The purpose of the Supplier Code of Conduct is to outline our expectations according to law and our company core values and beliefs- ensuring consistent compliance from all of the third parties we work with.

II. Scope

This code applies to any person or entity who works with **ESCA**, including but not limited to contractors, suppliers, business partners, vendors, subcontractors, agents, etc. This code is not exhaustive; suppliers are required to use their own discretion to ensure compliance with unaddressed topics.

III. Legal Compliance

ESCA requires the suppliers we work with to fully comply with all laws, rules, and regulations applicable to them.

IV. Business Integrity

We hold all of the suppliers we work with to the highest ethical standard. The third parties we work with conduct business ethically and do not engage in bribery, embezzlement, extortion or other corrupt practices.

V. Fair Competition and Antitrust

We require the suppliers we work with to abide by all fair competition and antitrust laws applicable in their and **ESCA's** country of operation, the United States of America.

VI. Accuracy of Business Records

Suppliers shall maintain up-to-date books and records, including financial records, to demonstrate compliance with laws and regulations. Upon **ESCA's** request, these records must be made available.

VII. Conflicts of Interest

If at any point, there is an existing or potential conflict of interest between a supplier's interest, duties, obligations or activities, including that of an individual employee, **ESCA** must be notified immediately.

VIII. Anti-Bribery/Anticorruption

Third parties must never, even through intermediaries, accept or offer bribes or kickbacks to obtain or gain an unfair business advantage. Third parties must be in full compliance of all applicable foreign and domestic anticorruption laws including the U.S. Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act.

IX. Gifts and Entertainment

Gifts and entertainment intended to obtain an unfair business advantages must not be accepted by or offered to business partners. "Gifts and entertainment" includes anything of value, such as loans, prizes, tickets, or gift certificates. Gifts or entertainment, of any value, must never be offered to government officials or associates without prior approval.

X. Confidentiality/Privacy

In order to conduct day-to-day business with **ESCA**, suppliers may need access to confidential/private records. Suppliers must ensure this information is protected and remains confidential. Suppliers do not disclose this information unless given written permission from **ESCA**.

XI. Intellectual Property

Suppliers respect our intellectual property rights, including processes, information, and technology. Third parties are required to take the necessary precautions to safeguard their knowledge.

XII. Workplace Standards

Suppliers are required to follow all general workplace standards, including health and safety, environmental, and labor standards. This commitment establishes and ensures a safe working environment for all employees.

XIII. Nondiscrimination

Discrimination on any basis, including race, religion, gender, disability, nationality, veteran status, political opinion or any other protected class, is prohibited.

XIV. No Harassment

Workers have a right to a workplace free of harassment. **ESCA** requires suppliers with which it works to prohibit all types of harassment including, but not limited to physical, verbal, psychological and sexual harassment.

XV. No Forced Labor

Employees work on a voluntary basis. Forced labor, including prison, servitude, bonded, and indentured labor is prohibited.

XVI. Terms of Employment

Suppliers shall provide their employees with an environment respectful of their fundamental rights. Employees are allowed to move freely around the workplace.

XVII. Child Labor

Suppliers shall abide by all working age laws of their and **ESCA's** country of operation.

XVIII. Working Hours

National and local laws and regulations, of both the supplier and **ESCA's** country of operation, regarding working hours, break periods, and overtime hours must be followed.

XIX. Wages and Benefits

Suppliers comply with laws regarding minimum wage or the local industry standard. Employees do not work additional hours to earn minimum wage for a day's work.

XX. Occupational Safety

Suppliers must protect employees from chemical, biological, and physical hazards, in addition to on-site accidents.

XXI. Emergency Prevention Section

Standards, including but not limited to, fire alarms, fire drills, clearly marked emergency exits, and fire extinguishers, shall be in place as precautionary measures to help prevent emergencies.

XXII. Sustainability

As a company, we seek to create a sustainable environment and we require the suppliers we work with to do the same. The suppliers we work with should strive to improve their own environmental performance and reduce their environmental footprint. All laws regarding environmental practices must be followed.

XXIII. Hazardous Waste

Suppliers manage all hazardous materials capable of posing a threat to health and safety by ensuring all materials are safely and appropriately handled and disposed of. Employees are trained on how to handle hazardous material.

XXIV. Pollution Prevention

To promote a sustainable environment, suppliers should strive to reduce their resource consumption and use - including implementing improvement plans for waste reduction, recycling, and energy conservation policies.

XXV. Subcontractors

ESCA must be informed of all subcontractors. Suppliers must ensure their subcontractors receive this code and abide its contents.

XXVI. Audits and Inspection

ESCA can audit suppliers at any time to ensure compliance with the standards in this Supplier Code of Conduct. Factories can be inspected as a part of this process. If permission to conduct an audit is denied, consequences up to or including termination of our agreement may occur.

XXVII. Penalties for Noncompliance

Part of conducting business with **ESCA** includes compliance with this Supplier Code of Conduct. **ESCA** has the right to terminate business with a supplier who fails to adhere to the code. If it is determined a supplier does not adhere to the Code, they must correct their actions to ensure compliance with the requirements outlined in this code.

XXVIII. Speaking Up

ESCA encourages individuals to report any questions or concerns to our Board of Directors, senior management, or Human Resources.

XLI. Who to Contact

Suspected violations of the Supplier Code of Conduct can be reported to the Board of Directors, senior management, or Human Resources. **ESCA** does not tolerate any retaliation taken against an individual who, in good faith, has reported a suspected violation of the Supplier Code of Conduct. When a potential violation has been reported, **ESCA** will investigate the report to the fullest extent possible and respond appropriately.