

intive

| Supplier Code of Conduct

Never settle.
intive.com

June 2020

Content

_ Introduction	3
_ You respect the people	4
_Fair Labor Practices	5
_Employee health and safety	7
_Conflict of interest	8
_Employee wellbeing and development.....	9
_ You respect the law	10
_Anti-corruption and gifts	11
_Fair competition	12
_Confidential Information, Personal Data and Intellectual Property	13
_Integrated quality management system and information security (ISO 9001 and ISO/IEC 27001)	14
_ You respect the environment	15
_Legal provisions	16
_Travel and transport management.....	17
_Gas emissions	18
_Waste management.....	19
_ A closing note	20

Introduction

At intive, we believe that business culture has real impact: We strive to use each opportunity to make a positive change. We're responsible for how we run our operations and how it affects peoples' lives and shapes the future. The way we act as intivers matters just as much as the services and solutions we provide. This is expressed in our Code of Conduct that came into force in June 2019 and is constantly reviewed and improved, to reflect our professional standards and address current regulations that impact our day-to-day activities.

You **as our partner and supplier** co-create the business culture with us. We'd like to make sure we share common values, maintain the highest ethical standards, and adhere to all applicable laws. Therefore, we've incorporated the principles of corporate responsibility into our purchasing processes, forming this **Supplier Code of Conduct**.

This document applies to suppliers of goods and services along with their employees – in particular contractors, subcontractors, advisors – and is valid throughout the supply process and the duration of the contract. It also addresses any subcontractors, agents or other third parties that you engage with in your work for us, if allowed in our agreement.

This document doesn't refer to any minor transactions, as well as transactions of small value or orders not regulated by a mutual contract.

We work together to contribute to numerous success stories driven by technology expertise and inspired, passionate people. **Our standards can be met only with your cooperation and commitment.**

In our business operations, we look for suppliers that are as committed as we are to achieve their goals in an ethical way.

We pay great attention to the selection process of our suppliers and carefully consider supplier background and qualifications.



intive

— You respect
the people

Never settle.
intive.com

Fair Labor Practices

Child Labor

You will not employ children under the legal age of employment. If the minimum age of employment is not defined in a country you operate in, you agree not to employ anyone under the age of 15. Employees under the age of 18 can only perform work in accordance with legal requirements.

Forced Labor

You do not tolerate the use of any form of forced, bonded or involuntary labor. Workers must be allowed to maintain control over their identification documents and you shall ensure that they do not pay fees or make any payment connected to obtaining employment throughout the hiring process.

Compensation and Working Hours

You comply with all applicable national laws regarding working hours, overtime, wages and benefits. You pay employees in a timely manner and clearly define the basis on which workers are being paid. Deductions from wages as a disciplinary measure shall not be allowed, if not legally permitted.

At intive, we always protect diversity and provide equal opportunities. We believe that everyone has a voice and both intivers' and our clients' & suppliers' feedback is important to us.

We also pay great attention to the wellbeing and development of our people. Happy people make our customers happy.

Freedom of Association

Your employees are free to join (or refrain from joining) workers organizations, unions, and other employee representation of their choice, without facing threat or intimidation. You respect their right to collectively bargain in accordance with applicable laws.

Non-discrimination and preventing harassment

You promote an inclusive work environment that values the diversity of employees. You do not discriminate against, or tolerate discrimination regarding racial or ethnic origin, nationality, pregnancy status, sex, gender identity or expression, sex life or sexual orientation, age, mental or physical disability, medical condition, marital status, veteran status, political opinions, personal interests, religious or philosophical beliefs, trade union membership, employment conditions or any other characteristics.



Employee health and safety

You strive to implement high standards of occupational health and safety by applying a health and safety management approach appropriate for the industry. You comply with all legal provisions in the range of occupational health and safety. You also provide a work environment that is safe and conducive to good health, in order to preserve the wellbeing of employees, safeguard third parties and prevent accidents, injuries and work-related illnesses. Employees are adequately educated and trained to observe health and safety measures. Health and safety related information is available and accessible to all in your facility.



Conflict of interest

A conflict of interest arises when an individual has a private/personal interest which could appear to influence their decisions. Such situations include a relationship by blood or marriage, partnership, business partnership or investment. If you feel that you have any actual or potential conflict of interest with intive's personnel and it may influence intive in any way, you shall disclose it as soon as possible using the following address: ComplianceTeam@intive.com.



Employee wellbeing and development

You treat employees with respect and dignity and show zero-tolerance towards any kind of violence or hostility, including verbal attacks, threats, intimidation, or weapon possession on your premises. You strive to create a workplace that is safe but also friendly to the employees. You ensure opportunities for the development of employee competences, promote healthy lifestyle and support activities that enhance employee health, well-being and work-life balance.



intive

— You respect
the law

Never settle.
intive.com



Anti-corruption and gifts

You comply with all national and international anti-bribery regulations as well as applicable anti-corruption laws, regulations and standards. You do not give, promise or authorize an offer for anything of value to anyone, including public officials, for the purpose of gaining an improper business advantage or placing undue influence on the recipient. The offering itself can take many forms, from money (facilitation payments) to benefits such as gifts and entertainment of unreasonably high value. An “improper business advantage” can take forms such as preferential treatment, contract conclusion or the disclosure of confidential information.

You do not offer, promise or provide to any intiver or their family member a kickback, favor, gratuity, entertainment or anything of value, to obtain favorable treatment. Our employees are similarly prohibited from soliciting such favors from you. intivers are only allowed to grant or receive gifts or entertainment of a small value and courtesy nature, given openly, in a regular business context. They may not, however, have any impact on the receivers’ actions or violate any laws or other internal procedures. To avoid doubt, we implemented an “Anti-bribery and corruption policy” which provides clear guidance and encompasses numerous reporting and monitoring controls.

At intive, we conduct business with the highest standards of honesty, propriety and integrity, and in compliance with all applicable laws and regulations.

Fair competition

Fair competition laws are introduced to promote dynamic market growth by regulating anti-competitive conduct by companies. They address areas such as illegal agreements between competitors that restrict free trading and competition, abusive behavior by a company dominating a market, exclusivity arrangements or pricing. You comply with all applicable competition laws and in particular you do not fix prices, rig bids, allocate customers or markets or exchange current, recent, or future pricing information with your competitors.



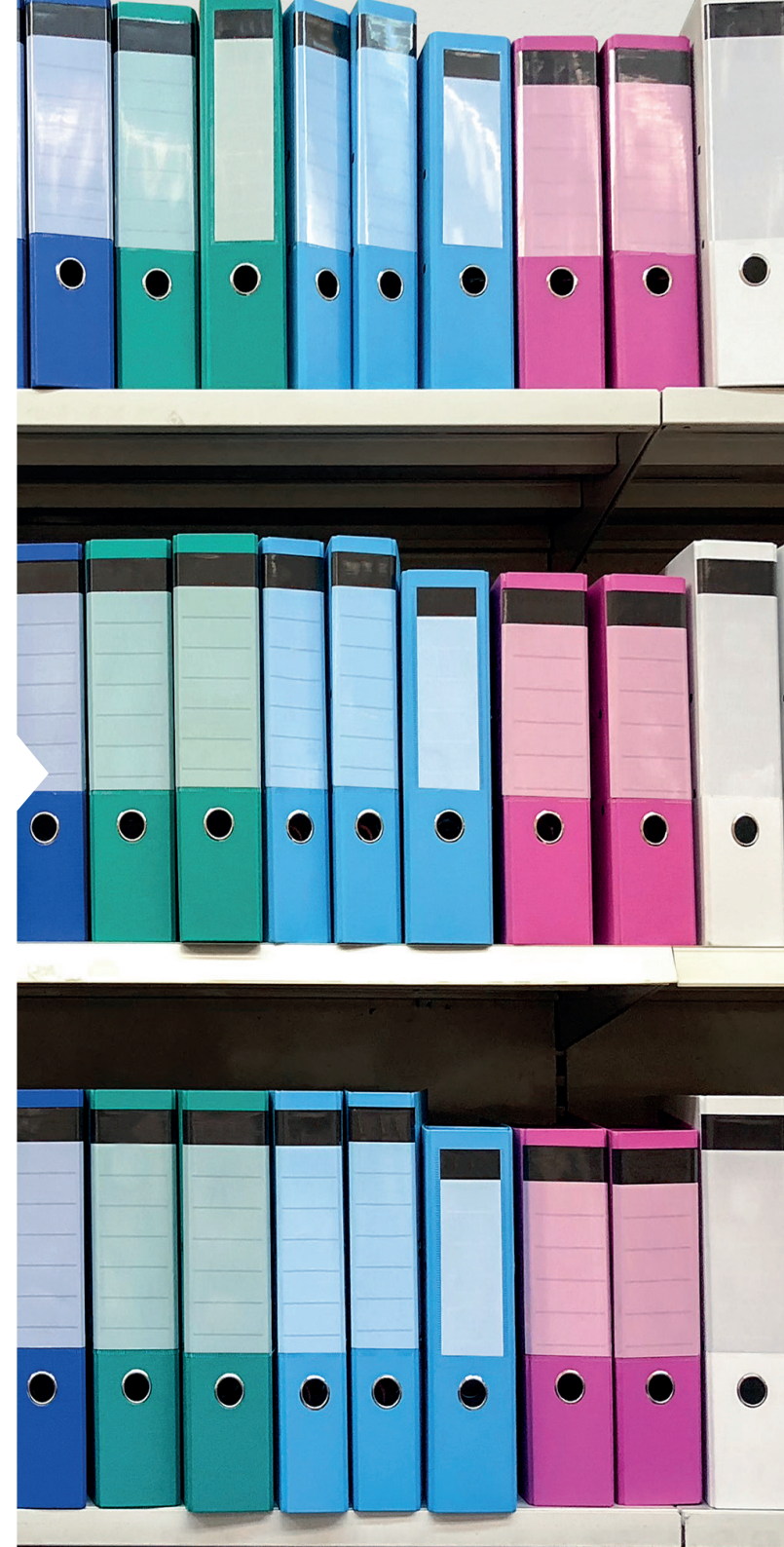
Confidential Information, Personal Data and Intellectual Property

You and your contractors and employees maintain confidentiality with regard to all intive confidential and business sensitive information you have access to, in accordance with applicable laws or applicable contractual engagement. You protect and must not misuse any intellectual property belonging to intive, our customers, other suppliers and individuals such as code, processes, procedures, copyrighted work, ideas, trade secrets, patents and know-how. You protect personal data and comply with all data protection laws applicable to your business activity. If you are entrusted by intive with personal data or you entrust personal data with intive, the data-processing entrustment relationship should be covered by a Data Processing Agreement.



Integrated quality management system and information security (ISO 9001 and ISO/IEC 27001)

At intive, we pay great attention to information security and the quality of our services. It is very important for us to cooperate mainly with companies that have implemented ISO 9001 and ISO/IEC 27001, appointed persons responsible for quality and information security, and whose employees have received quality and information security training





intive

— You respect
the environment

Never settle.
intive.com

Legal provisions

You comply with all applicable environmental laws, regulations and standards. You strive to minimize the negative environmental impact of your activities, products and services through a proactive approach such as identifying and eliminating potential risk of a detrimental influence on environment.

At intive, we hold dear a “think twice” approach. We carefully consider each travel cost and track our carbon footprint. We also build and run our offices with sustainability in mind.

Travel and transport management

You try to minimize all transportation and logistics activities in order to optimize your processes and reduce the number of unnecessary journeys. You try to avoid any unnecessary travel (for instance by switching to videoconference tools) and choose adequate means of transportation that help both your business goals and the environment.



Gas emissions

You seek to minimize emissions of greenhouse gases, including carbon dioxide, resulting directly or indirectly from your activities within the scope adequate to the scale and type of your operations. You try to offset your carbon footprint to compensate for your emissions by funding an equivalent carbon dioxide saving elsewhere.



Waste management

You seek to minimize the generation of waste of all types, including water and energy, connected with the conducted activity. You ensure proper management of the generated waste, including cooperation with authorized waste recipients. Where applicable, you recycle, re-use, or substitute materials to reduce the impact of waste on the environment.

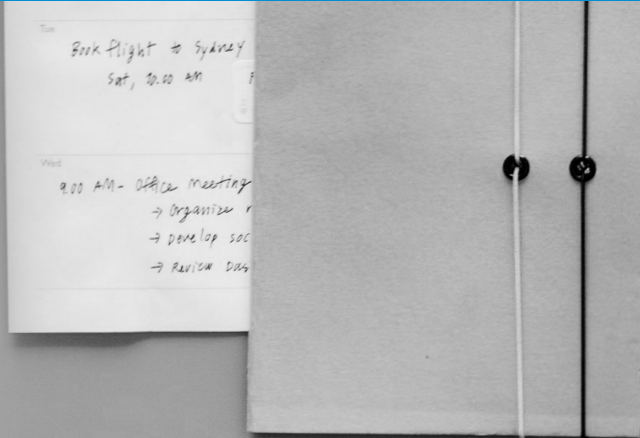


intive

_A closing note

Never settle.
intive.com

CASHBOOK



We expect that you'll constantly advance in respecting the labor, law and environmental standards determined in this Supplier Code of Conduct. We also encourage you to implement your own binding guidelines for ethical behavior.

However, if your activities are inconsistent with the standards of responsible business, we expect that you'll take actions to improve. Upon reasonable notice, we will make sure to verify the compliance with our guidelines stipulated in this document.

Please note that we may terminate a contract with you if you violate this Supplier Code of Conduct or refuse, if asked, to take part in a remediation plan. At the same time, we reserve the right to exclude you from any procurement processes, if you do not show high ethical standards and compliance with guidelines stipulated in intive's Supplier Code of Conduct or with relevant laws.

Also, if you've noticed that we ourselves don't follow our own standards in any of the presented areas, please let us know. Any improper behavior you know of or suspect will be investigated. Please contact us at: ComplianceTeam@intive.com.

Thank you for your support and engagement.



intive

_Never settle
is our motto and a promise.

