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# LEMAN

## Business Partners Code of Conduct



LEMAN 

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## Introduction

At LEMAN we are dedicated to upholding the highest standards of integrity, transparency, and ethical conduct in our operations. This Business Partner Code of Conduct (hereinafter referred to as 'Code') outlines the principles and expectations that all our business partners must adhere to when working with or representing LEMAN. By adhering to this Code, our business partners contribute to a safer, more ethical, and sustainable supply chain, ultimately supporting our mission to deliver exceptional supply chain and logistic solutions to our customers.

### Scope and Compliance

This Code applies to all agents, suppliers, representatives, associates, or third parties of any type ("Business Partners") that provide goods or services to LEMAN or act on LEMAN's behalf. The Code is applicable globally, irrespective of the geographical location of our business partners, and covers all activities conducted on behalf of LEMAN. By establishing a business relationship with us, our business partners agree to adhere to the principles set forth in this Code. Failure to comply with these standards may lead to corrective action, including termination of the business relationship.

If the standards in this Code differ from local, national laws or international standards, our business partners are expected to adhere to the stricter standard. Additionally, it is the responsibility of our business partners to ensure that their sub-suppliers and other third parties acting on their behalf comply with the standards of this Code.

### Reporting concerns

We expect our business partners to provide its people with a channel to raise grievances without any fear of reprisals.

LEMAN'S whistle-blower system is also available for our business partners. Our business partners and their colleagues can submit a concern through LEMAN'S designated whistleblower platform, which is designed to protect their identity and the information provided. It can be found on LEMAN's website.

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## Business Ethics

Business Partners are required to:

- prohibit any form of bribery, including offering, soliciting or accepting anything of value to influence the actions of individuals or organizations, whether public or private.
- conduct their business transparently and ethically avoiding any corrupt behavior including the use of facilitation payments.
- follow fair competition practices and respect all relevant antitrust and competition laws.
- respect intellectual property rights, ensuring proper use of proprietary information, patents, trademarks, and copyrights.
- ensure any gifts or entertainment provided are modest, infrequent, and aligned with customary business practices, without intent to improperly influence decisions.
- comply with all applicable international trade sanctions and embargoes.
- adhere to all applicable data protection laws and regulations, ensuring the confidentiality, integrity, and availability of any personal data they handle.
- implement strong security measures to prevent data breaches and unauthorized access to personal data.
- manage conflicts of interest diligently when representing LEMAN and promptly disclose any actual or potential conflicts.



## Labour and Human Rights

Business Partners are required to:

- provide fair and competitive compensation that meets or exceeds the minimum legal standards of their operating country including all legally mandated benefits.
- comply with relevant laws and industry standards on working hours, including overtime.
- avoid any use of child labour in their business operations.
- ensure young workers (under 18 years) are not employed in hazardous conditions.
- prohibit all forms of forced, bonded, or involuntary labour.
- respect workers' right to freely associate, join or not join trade unions, and seek representation.
- cultivate a workplace free from discrimination, harassment, and retaliation.
- prohibit discrimination based on race, colour, age, gender, sexual orientation, gender identity, ethnicity, disability, religion, political affiliation, union membership, or marital status.

## Health and Safety

Business Partners are required to:

- provide a safe and healthy working environment for all colleagues, ensuring compliance with relevant health and safety laws and regulations.
- implement and maintain robust health and safety policies and procedures to prevent accidents, injuries, and illnesses.
- provide regular health and safety training to all colleagues, ensuring awareness of potential hazards and safe working practices.
- establish and maintain emergency preparedness plans and procedures to effectively respond to incidents such as fires, natural disasters, and other potential emergencies.
- ensure that all facilities, including warehouses, offices, and vehicles, meet health and safety standards and are regularly inspected and maintained.
- identify, assess, and manage workplace hazards to minimize risks to colleagues' health and safety.
- encourage people to report any health and safety concerns without fear of retaliation.
- investigate all incidents, accidents, and near-misses promptly and thoroughly, and implement corrective actions to prevent recurrence.



# Environment

Business Partners are required to:

- comply with all applicable environmental laws, regulations, and standards.
- utilize resources efficiently, including energy, water, and raw materials.
- implement waste management practices that prioritize reduction, reuse, and recycling of materials.
- ensure the safe and responsible management of hazardous substances.
- take measures to minimize emissions of pollutants and greenhouse gases.
- engage in climate change mitigation efforts including measuring and reporting their carbon footprint.
- commit to continuous improvement in environmental performance.
- provide their people with appropriate environmental training and awareness programs.
- adopt sustainable transportation practices, such as using fuel-efficient vehicles, optimizing logistics to reduce empty miles, and explore alternative transportation modes that have lower environmental impacts.

