

CODE OF CONDUCT FOR SUPPLIERS OF
AZTI FOUNDATION
(FROM HEREINAFTER AZTI)

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1. INTRODUCTION

It is critical to AZTI for all business we conduct to be done so under the highest ethical standards. In light of this, we have formalised this Suppliers' Code of Conduct in order to state our expectations of those with whom we do business, including companies with which we have a long-standing relationship.

Suppliers expressly accept the full content of this Suppliers' Code of Conduct ("Code"), which establishes a series of values, principles, ethical standards, and mandatory behavioural guidelines, which must guide the performance of suppliers, contractors, and other third parties with whom AZTI carries out its activities (hereinafter referred to as "Suppliers").

AZTI recognises that Suppliers operate in different legal and cultural environments. This Code sets out the minimum requirements that Suppliers must meet in order to do business with AZTI. To comply with these requirements, Suppliers must communicate the principles of this Code down through their supply chain.

Suppliers are responsible for ensuring the implementation of this Code within their organisation. Suppliers must ensure that this Code is incorporated into their supply chain.

Similarly, suppliers must ensure that their agents, contractors and suppliers are made aware of this Code and its implications.

In order to uphold this fundamental priority, AZTI reserves the right to carry out any controls it deems necessary to ensure that this Code is respected throughout its supply chain. This may include self-assessments, Supplier audits conducted by AZTI or by third parties.

AZTI is aware that Suppliers may need time to address areas that are not consistent with this Code of Conduct.

We believe that compliance is best achieved through a process of continuous improvement over a period of time, which involves establishing a dialogue with AZTI. We will work proactively with our suppliers to continually improve, and incorporate positive practices within the supply chain process.

On this basis, AZTI invites its Suppliers to keep it regularly informed of their actions and plans to improve on this Code of Conduct, and commends evidence of our supply chain partners exceeding the minimums.

Any breach or non-compliance with the provisions of this Code will result in the termination of the contract with the non-compliant Supplier.

On our website (transparency portal section) there is additional information available on AZTI's Corporate Responsibility, which we ask our suppliers to consult.

2. INTEGRITY IN BUSINESSES

At AZTI, we are committed to the highest standards of business integrity. We do not tolerate any practices contrary to the principles of honesty, integrity and fairness wherever in the world we do business.

At AZTI, we aim to identify suppliers whose business is consistent with our Ethical Standards. Suppliers contracting with AZTI must:

- 1) Obey all applicable laws and regulations, as well as report any violations of applicable laws and regulations, and ethical standards.
- 2) Treat all others fairly, with dignity and respect.
- 3) Record all financial transactions carefully and accurately.
- 4) Report financial conditions and results of transactions honestly and promptly.
- 5) Deal honestly and fairly with customers, suppliers and financial partners.
- 6) Avoid actual and potential conflicts of interest.
- 7) Avoid giving and/or receiving gifts in an inappropriate manner.
- 8) Safeguard AZTI's assets.
- 9) Protect AZTI's confidential and proprietary information.
- 10) Protect AZTI's reputation.
- 11) Separate personal political activities from AZTI's business.
- 12) Not to engage in acts of unfair competition or bribery of any kind..

2.1 EMPLOYMENT AND DECENT WORKING CONDITIONS

AZTI is committed to upholding human rights wherever we operate. We will fulfil this commitment by working to implement and reinforce practices and procedures that prevent, mitigate and, where necessary, correct negative effects on human rights that may arise directly from our transactions, or that are directly related to our activities through our relationships with Suppliers.

Our commitment, as well as the practices and procedures to apply it, are documented in international instruments, including the Universal Declaration of Human Rights, the International Labour Organisation (ILO) Declaration on Fundamental Principles and Rights at Work, as well as the Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises, and the United Nations (UN) Guiding Principles on Business and Human Rights.

We require our Suppliers to conduct their activities in a manner that respects human rights and is consistent with the principles below.

2.1.1 Prohibition of forced labour

The Supplier shall not permit, participate in or profit from any form of forced labour, including bonded labour, debt bondage, forced labour in penal institutions, slavery or trafficking in human beings.

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All employment is voluntary and in exchange for lawful compensation, and workers are free to leave at any time or terminate their employment (with sufficient advance notice in accordance with applicable laws and regulations, collective bargaining agreements, and operating restrictions), without in any case being subject to actual or potential penalty or persecution, violence, confinement, withholding of identity documents, or loss of legal privileges or rights.

Suppliers must not permit debt-induced forced labour, whereby employees or recruiters provide an employee with loans or wage advances to be repaid by his or her labour, or that of a member of his or her family..

2.1.2 Prohibition of child labour

The Supplier shall not permit, practice or support the use of child labour. The term "child" means any person under the age of 15 (or 14 if permitted by national law), or under the age required to complete compulsory education, or under the minimum age for employment in the country, whichever is higher.

2.1.3 Non-discrimination, equal opportunities and respect for the individual

The Supplier shall not permit, practice or support any discrimination based on race, colour, age, sex, sexual orientation, ethnic origin, disability, pregnancy, religion, political affiliation, trade union membership, or marital status, in contracts, remuneration and employment-related practices such as promotions, bonuses, access to training, dismissal or retirement.

The Supplier shall promote equal treatment between men and women with regard to access to employment, training, promotion and working conditions.

2.1.4 Respect for freedom of association and collective bargaining

Suppliers shall respect the right of their workers to join or not to join the union of their choice, and to bargain collectively, without retaliation, intimidation or harassment.

Workers should not be subjected to intimidation or harassment in the exercise of their right to join or not to join a labour organisation.

2.1.5 Fair treatment

The Supplier shall reject any manifestation of violence, of physical, verbal, sexual or psychological harassment, abuse or threats in the workplace. He shall define disciplinary policies and procedures that shall be duly communicated to all workers, and take measures to prevent and remedy such acts where appropriate.

2.1.6 Fair wages

The Supplier shall ensure that the recruitment process is fair, and provides a living wage to all workers by complying with all applicable laws and industry standards on wages, including those on minimum wages, ensuring that they are sufficient to cover basic needs and provide some discretionary spending capacity.

Where these standards do not set a minimum wage, suppliers must pay at least the prevailing market wage.

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Suppliers shall ensure that workers are paid for overtime at legally established special rates, that they are not forced to work overtime to earn the minimum wage, and that they receive statutory benefits or insurance provided by applicable laws or regulations.

2.1.7 Working hours

Suppliers shall comply with all applicable laws and regulations regarding the working hours of their workers, including maximum hours, statutory breaks, holidays and bank holidays.

Suppliers must not, on a regular and scheduled basis, ask employees to work in excess of legal overtime thresholds, unless provided for by law based on the nature of the work.

2.1.8 Compliance with Health, Safety and Welfare at Work regulations

The Supplier must comply with all the provisions of the Health and Safety at Work regulations, in terms of personnel employed, directly or indirectly, for the execution of the Contract, and shall assume all responsibilities for non-compliance with its labour obligations, accidents at work, and non-compliance with Social Laws. The Supplier also undertakes to notify AZTI of any serious accident involving its employed or subcontracted personnel.

2.1.9 Safe Working Conditions

Health and safety are an integral part of AZTI's mission to improve Quality of Life. AZTI is committed to improving health and safety awareness and performance. The commitment of our suppliers is essential for continuous improvement to achieve this goal.

The Supplier will ensure a safe and healthy work environment, and take effective measures to prevent potential accidents and injuries to the health of workers, arising from or associated with work, or originating during work, minimising - as far as is reasonable - the causes of hazards inherent in the work environment, and taking into account current knowledge of the industry and any specific hazards.

Health, safety and other workplace standards must comply, as a minimum, with all applicable laws and regulations.

Suppliers must adopt and maintain in force, at their own expense, the relevant insurances required by applicable laws and regulations.

2.1.10 Protection against risks

A Supplier operating on AZTI premises will minimise worker exposure to potential safety hazards through appropriate design, engineering and management controls, preventive maintenance and safe work procedures, and ongoing safety training.

Where hazards cannot be adequately controlled by these means, provide workers with suitable and well-maintained personal protective equipment. Inform workers in writing of the specific risks involved in their work and the preventive measures they are obliged to adopt to avoid them, and provide AZTI with a copy of the document given to each worker and signed by them.

2.2 SUSTAINABLE DEVELOPMENT.

"Sustainable development" is a globally accepted approach to supporting economic growth without damaging our planet or depleting its resources, while improving the quality of life of its current and future population. Sustainability will significantly contribute to the success of any company and ensure its future development.

In selecting suppliers, AZTI will show **preference for those suppliers who demonstrate a commitment to sustainable development.**

Suppliers must work to continuously improve their environmental protection measures.

Suppliers must work to sustain, protect and restore the environment, using means such as energy saving, recycling, or proper waste disposal and water management, as well as environmental restoration.

Suppliers are invited to collaborate with AZTI to identify opportunities, with a particular focus on improving the following:

- Energy consumption and greenhouse gas emissions.
- Responsible water use.
- Safe handling, transfer and disposal of chemicals.
- Waste management, air emissions and wastewater discharges.

Minimise or eliminate negative environmental and climate impacts at source, or through practices such as modification of production, maintenance processes and facilities, material substitution, conservation, recycling and reuse of materials.

Suppliers must strive to carry out the practices referred to in this Code.

All AZTI members must know and comply with the provisions of the Environmental Policy, which is available to the public for consultation on the corporate website. Likewise, all suppliers and subcontractors must subscribe to the Environmental Behaviour Standards which are attached as Annex 2 to this Code.

2.2.1 Regulatory compliance

The Supplier must comply with all the provisions of the environmental regulations in force in relation to the generation and management of waste, discharges, atmospheric emissions, noise and prevention of soil pollution.

Likewise, it is responsible for complying with all regulations on the use and storage of chemicals in the work areas throughout the execution of the Contract, and shall assume all responsibilities for non-compliance with its obligations to the environment.

AZTI may ask the Supplier for a copy of all documents that provide evidence of the correct management of the waste generated (contracts with agents, authorisations and delivery records, etc.).

The Supplier will be responsible for informing all its employees in a timely manner of the environmental obligations that, by law or at AZTI's express request, are acquired under the Contract.

2.2.2. Environmental emergencies

The Supplier shall ensure that potential emergency situations and events are identified and assessed, and their impact minimised by implementing emergency plans and adequate response procedures.

2.2.3 Supplied materials

AZTI's suppliers are expected not to supply products or production means containing tin, tantalum, tungsten and/or gold from the region to which the Democratic Republic of Congo (DRC), Central African Republic, South Sudan, Zambia, Angola, Republic of Congo, Tanzania, Burundi, Rwanda and Uganda belong.

Otherwise, the Supplier shall inform AZTI of which conflictive minerals are involved, and which products are affected.

2.3 REGULATORY COMPLIANCE AND BUSINESS ETHICS

2.3.1 Regulatory compliance

AZTI undertakes to ensure that all those involved in its value chain (stake holders) act in accordance with the law and the ethical principles that guarantee correct legal transactions. As far as possible, we will avoid contracting with any person, whether physical and/or legal, who has been convicted of an illegal or anti-legal practice.

We expect our Suppliers to conduct their activities in a manner that respects the laws applicable to them and in force in the territories or sectors in which they operate.

2.3.2 Food safety

Suppliers of food and similar products shall have the corresponding licences, authorisations and administrative certifications in food safety, and shall carry out the appropriate internal and external controls (health and quality audits and inspections) to guarantee adequate traceability and compliance with all national and European health regulations.

Likewise, they shall supervise, instil and train their employees in their commitment to food safety and the importance of the correct handling, conservation, storage, labelling, distribution and preparation of foodstuffs in order to guarantee the general safety of the products supplied to AZTI.

2.3.3 Corruption and bribery

Suppliers shall not tolerate, permit or engage in any form of corruption, extortion or bribery in the undertaking of their business activity. They shall ensure that the highest standards of integrity are maintained in all business interactions by adopting a **zero tolerance policy to prohibit any form of bribery, corruption, extortion and embezzlement (including the promise, offer, concession or acceptance of any bribe).**

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The Supplier shall prevent any fraudulent activity by its representatives in connection with the receipt of any sums of money from the Purchaser or its group companies.

The Supplier undertakes and guarantees, in relation to any contract with the Purchaser and any of its group companies: (i) that it has not given, and shall not give, any gift or commission, and (ii) that it has not agreed, and shall not agree, to pay any commission to any employee, agent or representative of the Purchaser. If the Supplier, or anyone acting on his behalf, is in breach of this paragraph, the Purchaser may (i) terminate all Contracts with the Supplier and/or its group companies and claim from the Supplier any economic loss caused to it by such termination, or (ii) claim from the Supplier any damages suffered by the Purchaser and/or its group companies as a result of any breach of this paragraph, whether or not the Contract has been terminated.

2.3.4 Accreditation and registration of suppliers. Prevention of money laundering, insolvency, fraud, etc.

Suppliers, in their relationship with AZTI and in order to avoid the risk of committing or collaborating in various possible crimes (in particular, money laundering, punishable insolvency, fraud and even smuggling), will be properly identified (in the sense of knowing both their commercial and legal or identification characteristics):

- When selecting a possible new supplier, AZTI staff, and especially those from its Purchasing and Administration Departments, will gather as much information as possible about the supplier (beyond receiving their commercial proposals, product samples, etc.).
- Priority will be given to suppliers who are known to have an organised structure, and who have been operating in the market for several years. This characteristic gives us confidence, as time in the market is an indicator of their performance and growth, which is achieved with seriousness in business.
- AZTI will redouble its demands on suppliers who have been operating for a short time, who offer significantly lower prices than others, who do not have defined facilities, who use free email accounts such as Hotmail, Gmail or similar, before proceeding with their accreditation and registration, and initiating commercial relations.

Once the previous selection filter has been passed, as indicated in the previous point, the Supplier must, for the purposes of accreditation and registration of suppliers, complete and sign a document called "General Supplier Details", Annex nº1 to this Code, without which no contract will be signed, no offers will be accepted and no firm orders will be placed.

All the information to be provided by the future supplier must be supported by the respective documentation. It will therefore be an essential requirement that, together with the aforementioned document, the following documentation must be provided by the supplier:

- Complete photocopy of the deed or document of incorporation of the Supplier (alternatively, the deed or document stating the appointment of the administrator or legal representative with whom the contract will be entered into will be accepted), or any similar document that serves to identify the supplier. If the supplier is a physical person (individual company), a photocopy of their National Identity Document.
- Copy of the tax identification certificate provided by the Tax Authorities (only for Spanish suppliers).

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- Certificate or document issued by their bank regarding the ownership of the indicated bank account. The concealment of illegal funds, their apparent conversion into legitimate money or their use to support crime or terrorism is prohibited. For this purpose, the supplier shall provide proof of ownership of the respective current account by means of a certificate issued by the bank.

In the event that the supplier company is not the owner of the account identified as a payment account, the supplier must provide a reasoned explanation for this circumstance, and AZTI will decide whether or not to accept it as a supplier, taking into account the circumstances.

Suppliers who indicate accounts in tax havens will be rejected, in accordance with the regulations in force, which indicate the havens that are considered tax havens..

2.3.5 Security Forces and Surveillance

The Supplier shall ensure that security and surveillance procedures are in accordance with internationally recognised human rights principles with respect to law enforcement and the use of force. Security operations and collaboration with public and private security forces shall be consistent with the laws of each country and with international standards and guidelines, as well as the Voluntary Principles on Security and Human Rights.

2.3.6 Fair competition

Supplier shall maintain fair business, advertising and competition standards, and shall exercise responsible taxation, filing and paying tax obligations on time and avoiding double counting.

The Supplier undertakes to compete fairly in the markets and will not engage in misleading advertising of its competitors or third parties.

2.3.7 Privacy and Information

The Supplier shall protect the reasonable expectations of privacy regarding the personal information of all those with whom it does business, including suppliers, customers, consumers and employees. Said information collected shall be filed and managed with the confidentiality and other measures established in the LOPD (Spanish Organic Law on Protection of Personal Data), and other current legislation on data protection.

Transparency of information is a basic principle that must govern everyone's actions. The information provided by Suppliers to AZTI will be truthful and will not be projected with the intention of misleading.

The information provided by AZTI in a selection process shall be treated confidentially by Suppliers and shall not be disclosed to third parties.

2.3.8 Intellectual Property

The Supplier shall respect intellectual property rights. The transfer of technology and know-how shall be carried out in such a way that intellectual property rights are protected.

3. INCLUSIVE SUPPLY CHAIN

Suppliers shall enforce compliance with this Code throughout the supply chain.

Having diverse and inclusive suppliers within the local communities in which we operate gives both our suppliers and AZTI a competitive advantage, in addition to being more agile.

AZTI expects its suppliers to prove that they have a diverse workforce, actively accepting employees from all walks of life without discrimination on the basis of age, gender, race, national or ethnic origin, religion, language, political beliefs, sexual orientation, physical ability, and to promote the inclusion of groups at risk of exclusion, and to request this throughout their own supply chains.

4. APPLICATION

Suppliers shall take appropriate measures to ensure that the standards and principles of this Code are communicated and adhered to by their employees and their own supply chains.

Suppliers should establish processes or mechanisms to enable employees to plan for issues of concern without fear of retaliation or negative repercussions.

Failure to comply with any of the principles or mandatory rules contained in this Code will allow AZTI to terminate the contract of the non-compliant supplier.

This Code shall be periodically reviewed and updated in order to maintain its relevance based on feedback from internal and external stakeholders.

5.ACCEPTANCE OF THE CODE.

SUPPLIERS' CODE OF CONDUCT OF AZTI

DECLARATION BY THE SUPPLIER

[1].....

confirms that this declaration is a true and correct representation of

[2].....'s commitment to comply with the AZTI Supplier, Contractor and Partner Code of Conduct, and

DECLARES

- To understand the terms and conditions expressed in the Code of Conduct for AZTI suppliers, contractors and partners.
- To agree to have the necessary compliance checks carried out by AZTI or by a third party on AZTI's behalf, including at the Supplier's premises.
- To notify and inform AZTI of any material change to this Declaration in the event that the terms and conditions change during the relationship with AZTI, accepting the consequences, if any, that may arise as a result of such change, including the suspension and/or termination of the relevant contract.

Name:

Date:

Supplier's signature and stamp:

[1] Name of signatory authorised by the Supplier

[2] Name of Supplier or contractor

Important: All pages of the Code of Conduct must be signed and stamped

ANNEX 1

 MEMBER OF BASQUE RESEARCH & TECHNOLOGY ALLIANCE	GENERAL SUPPLIER DETAILS	
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1-. ACCREDITATION AND REGISTRATION PROCEDURE FOR SUPPLIERS OF AZTI FOUNDATION- AZTI FUNDAZIOA

The supplier shall complete all fields and provide the necessary documentation to prove it.

Company name	
Registered address	
Tax Identification Number	
Name and surname of the administrator (legal representative) or real owner of the business	
E-mail address of the administrator or legal representative of the company, and, if applicable, e-mail address of the company's usual contact person with AZTI..	
Company telephone number and telephone number of the contact person with AZTI	
Account number into which AZTI would make the payments. Indicating, (i) in addition to the IBAN and, where applicable, the BIC (or Swift) Code, (ii) the full name of the banking entity, (iii) the country where the branch of the entity managing the indicated account is located, and (iv) the holder of said account (which, as a general rule, must be the supplier).	

The supplier must provide the following documentation:

- Complete photocopy of the deed or document of incorporation of the Supplier (alternatively, the deed or document stating the appointment of the administrator or legal representative with whom the contract will be entered into will be accepted), or any similar document that serves to identify the supplier. If the supplier is a physical person (individual company), a photocopy of their National Identity Document.
- Copy of the tax identification certificate provided by the Tax Authorities (only for Spanish suppliers).
- Certificate or document issued by their bank regarding the ownership of the indicated bank account (In the event that the supplier company is not the owner of the account identified as a payment account, the supplier must provide a reasoned explanation for this circumstance).

ANNEX 2

 MEMBER OF BASQUE RESEARCH & TECHNOLOGY ALLIANCE	AZTI FOUNDATION ENVIRONMENTAL STANDARDS	Rev.2 11/12/2013
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At Fundación AZTI we are committed

to the prevention of pollution and compliance with the environmental legislation applicable to the activities we carry out and, furthermore, we want to work with companies that are also committed to this.

For this reason, the undersigned company undertakes to comply with the following **Environmental Behaviour Standards**.

SUPPLIER/ SUBCONTRACTOR	
ACTIVITY	
ENVIRONMENTAL ASPECTS	
URBAN SOLID WASTE	
• It must be deposited in the specific containers for this waste. There shall be no justification for the collection of urban waste on the facilities outside their containers. • This waste must not be mixed with non-hazardous waste, nor with hazardous waste (used oil, used oil filters, used rags or absorbents, empty chemical containers,...)	
NON-HAZARDOUS WASTE	
If you generate this type of waste at your facilities, you must <u>take it away with you</u> and manage it in accordance with legislation. ▪ If 5Kg (maximum) of non-hazardous waste is generated during the provision of the service, and this is managed by AZTI Foundation, you must inform the person in charge or Coordinator in question, who shall in turn inform you of the specific container where this waste can be deposited. Under no circumstances shall non-hazardous waste that is not managed by AZTI Foundation be deposited. ▪ The collection of non-hazardous waste on the facilities outside their containers shall not be justified. ▪ It must not be mixed with other waste such as urban or hazardous waste..	
HAZARDOUS WASTE	
• If you generate this type of waste at the facilities, you must <u>take it away with you</u> and manage it in accordance with legislation. • Under no circumstances should you ever deposit any type of hazardous waste in any of the containers owned by AZTI Foundation.	

DISCHARGES

- No toxic or hazardous substances shall be discharged into the sewerage system.
- If any accidental spillage occurs during your work, which may contaminate the sewerage system, report it immediately to the Maintenance Manager or the Management Systems Manager.

ATMOSPHERIC EMISSIONS

Combustion gases:

- All vehicles must have passed their MOT.
- All the equipment used in the provision of the service shall be properly maintained and, if necessary, shall have passed inspections by the Administration's Control Bodies.

Noise:

- All machinery used must be maintained to prevent unnecessary noise.

Cooling gases (associated with the loading, unloading and emptying of equipment in air-conditioning installations, insofar as they are supplied with such gases):

- Use all the necessary tools and accessories that guarantee the execution of these activities in the safest way.
- Hand over the waste generated during the service to an authorised waste agent.
- Always avoid and immediately stop any free escape of these gases into the atmosphere, and then inform the Maintenance Manager of any such escape.

LOADING/UNLOADING CHEMICALS.

- When loading/unloading products, ensure that connections are made correctly and that there are no spillages.
- All chemical containers used must be identified.
- When transferring substances, do so on protected ground.
- If spillage occurs, collect with absorbents, do not bucket them, and report them promptly to the Maintenance Manager or the Management Systems Manager. Waste generated during the course of the service must **be taken away** and managed in accordance with legislation.

When working at AZTI Foundation's facilities or using the Foundation's materials, you undertake to:

- Communicate these commitments to the personnel who are going to carry out the work, and ensure that they comply with them.
- Take into account any additional indications that may be given by AZTI Foundation personnel to improve or specify compliance with these commitments.
- Inform AZTI Foundation of any environmental risk situation that may arise during the work.
- Assume responsibility for rectifying and repairing any possible environmental damage that may arise as a result of the work carried out for AZTI Foundation.

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In addition, we inform you that there is mandatory environmental legislation and that you must comply with it depending on your activities.

All information sent is confidential and may not be copied and/or distributed to third parties, and is only and exclusively for use when work is carried out at our facilities.

Signed: Management Systems Officer

Signature and date of person/entity receiving it