

# SUPPLIER CODE OF CONDUCT

## INTRODUCTION

ISI's Supplier Code of Conduct ("Code") sets out the minimum standards we expect from all our suppliers, contractors, and business partners who provide goods or services to ISI ("Suppliers"). This Code reflects ISI's commitment to ethical business practices, safe and respectful working conditions, and responsible environmental stewardship. ISI expects our Suppliers to comply with all applicable laws and regulations, to uphold human rights, and to operate with integrity, transparency, and accountability. By working with ISI, Suppliers agree to align with these principles and to support continuous improvement across their operations and supply chains.

## 1. GENERAL RULES AND COMPLIANCE

### Legal and Regulatory Compliance.

ISI requires that Suppliers operate in compliance with all applicable laws, regulations, and standards in the jurisdictions where it conducts business, including, without limitation, laws related to labor, health and safety, the environment, intellectual property, data protection, trade controls, antitrust, and anti-corruption. Suppliers must also adhere to this Code and the standards referenced herein. Suppliers will regularly monitor and evaluate whether its business conduct is in compliance with applicable legal requirements.

**Ethical Business Practices.** ISI expects its Suppliers to adhere to the highest standards of integrity, transparency, honesty, and ethics in its business conduct. Accordingly, Suppliers commit to the following:

- Suppliers engage in fair and honest business practices with ISI and its other partners.
- Suppliers do not engage in any form of corruption, bribery, kickbacks, or any

other improper or illegal payments, and implements appropriate measures to prevent such practices.

- Suppliers maintain transparent and accurate business records.
- Suppliers have a process to identify, disclose, manage, and escalate any actual or potential conflicts of interest that may influence its business decisions.
- Suppliers ensure the integrity, confidentiality, and availability of data, including personal data, intellectual property, and other sensitive information.
- Suppliers ensure that its own downstream suppliers, contractors, and partners are subject to similar ethical conduct requirements as those provided in this Code.

## 2. LABOR AND HUMAN RIGHTS.

**No Forced or Child Labor.** ISI Suppliers rejects the use of forced labor, bonded labor, indentured labor, prison labor, or child labor in any of their operations or

supply chains. Accordingly Suppliers commit to the following:

- Suppliers ensure that all work performed for it is voluntary, and workers are free to leave employment after reasonable notice without penalty.
- Suppliers comply with minimum age laws and applicable international standards that ensure that no underage workers are employed.
- Suppliers implement processes to verify the age and legal status of workers to prevent forced or child labor.

#### **Fair Treatment and Non-Discrimination.**

ISI expects its Suppliers to foster a work environment that is respectful and free from harassment, abuse, or discrimination. Accordingly, Suppliers commit to the following:

- Suppliers provide equal employment opportunities regardless of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, or any other protected characteristic under applicable law.
- Suppliers maintain a workplace where all individuals are treated with respect and dignity.
- Suppliers implement effective grievance mechanisms to allow employees to voice concerns without fear of retaliation.

#### **Working Hours, Overtime, and Benefits.**

Suppliers ensure that working hours, overtime, and benefits comply with all applicable laws and that workers are provided with fair compensation and

humane working conditions. Accordingly, Suppliers commit to the following:

- Suppliers comply with laws regulating working hours and overtime and ensure that workers are not required to work excessive hours and that they receive adequate rest periods.
- Suppliers compensate workers for overtime at rates defined by law.
- Suppliers provide all legally mandated benefits to those eligible to receive them, such as social security, health insurance, and paid leave.
- Suppliers clearly communicate pay structure, benefits, deductions, and terms of employment to all workers on or before onboarding.

#### **Freedom of Association and Collective**

**Bargaining.** Suppliers respect the rights of workers to freely associate, join unions, seek representation, and engage in collective bargaining, consistent with applicable law and practice.

### **3. WHISTLEBLOWER PROTECTION AND REPORTING MECHANISM**

**Whistleblower Protection.** ISI encourages reporting of any concerns or violations related to this Code and is committed to ensuring protection for whistleblowers. Accordingly, Suppliers commit to the following:

- Suppliers provide channels for reporting of concerns, ensuring that whistleblowers can raise issues without fear of reprisal, all consistent with applicable law.
- Suppliers implement a strict non-retaliation policy that protects

whistleblowers from harassment, discrimination, or any adverse employment action.

- Suppliers investigate reported concerns promptly, impartially, and confidentially, and take appropriate actions to address and resolve the issues.

#### 4. HEALTH AND SAFETY

Suppliers prioritize workers' safety and wellbeing, providing a safe and healthy work environment, and adhere to all applicable health and safety laws, regulations, and standards.

#### 5. ENVIRONMENTAL RESPONSIBILITY

##### Compliance with Environmental Laws.

Suppliers operate in full compliance with all applicable environmental laws, regulations, permits, and standards. Accordingly, Suppliers commit to the following:

- Suppliers obtain and maintain all necessary environmental permits and comply with their terms and conditions.
- Suppliers implement responsible waste management practices, including reduction, recycling, and proper disposal of waste, in accordance with legal requirements.
- Suppliers manage and handle hazardous materials responsibly, ensuring proper storage, labeling, transportation, and disposal.

#### 6. PRIVACY AND DATA SECURITY

**Privacy.** Suppliers comply with all privacy and data security laws and regulations in all of the jurisdictions in which it operates or are established.

**Data Security.** Suppliers are also expected to comply with standard industry practices with respect to data security by providing appropriate technical and organizational measures to protect data based on its sensitivity.

#### CONCLUSION

ISI values its suppliers as trusted partners in delivering reliable, secure, and high-quality services to our customers. This Code outlines the standards ISI expects all Suppliers to uphold, including compliance with applicable laws, ethical business practices, protection of data, respect for human rights, and a commitment to safety and environmental responsibility. Suppliers are expected to communicate these requirements throughout their organizations and supply chains and to promptly address any concerns or violations.

By doing business with the ISI, Suppliers acknowledge their responsibility to meet these expectations and to cooperate with reasonable requests to demonstrate compliance. ISI reserves the right to take appropriate action where non-compliance is identified, including requiring corrective measures or reassessing the supplier relationship.

ISI may modify this Code any time at its discretion.