



# Supplier code of conduct

At mci group (including all our agencies and affiliates), we are committed to operating with the highest business standards and aims to conduct business in an honest, transparent, and fair manner. We expect our suppliers' business activities to be carried out with equally high standards.

As a signatory of the UN Global Compact, we are committed to promoting ethical, social, environmental, and human rights best practices within its own business, the meeting industry, and its supply chain.

This Supplier code of conduct (SCC) sets our minimum expectations. We expect all our partners, suppliers and sub-contractors to adhere to and support this code. We shall apply this code as one of the criteria used to select business partners and suppliers.

Our SCC is regularly assessed, reviewed and updated.

## 1. Legal requirements

mci group requires its partners, suppliers and their sub-contractors to comply with national and other applicable laws of the country where goods are purchased or services provided, including those laws relating to labour, human rights, worker health and safety, and the environment.

## 2. Communication

Suppliers are responsible for ensuring that all their employees and any subcontracted party performing work for our organisation are informed and agree to comply with our SCC.

## 3. Ethical requirements

We expect suppliers to demonstrate high ethical standards and to avoid activities that suggest even the appearance of impropriety. Refer also to [mci group Code of Business Ethics](#).

- Suppliers will respect human rights according to the Universal Declaration of Human Rights and International Labour Organisation Fundamental Rights at Work
- Suppliers shall comply with applicable laws and regulations and industry standards related to anti-corruption.
- We do not tolerate bribery or corruption in any transactions that may compromise the principles of fair competition, may constitute an attempt to obtain or retain business, or influence business decision-making processes.
- We prohibit acceptance of payments, gifts in kind, expenses, or advantages that may influence business decisions, and we do not accept gifts in the form of cash.



#### 4. Child and forced labor

mci group is committed to the promotion of human rights. Suppliers and their sub-contractors may not use any child, forced or illegal labour to manufacture products or provide services. We rely on suppliers and their sub-contractors to show that they do not purchase products or support any businesses that harm children or benefit from them, or involve forced or illegal labour. We define a child as any individual under 15 years (or according to the applicable local law).

#### 5. Disciplinary practices

Suppliers and their sub-contractors will treat workers with respect and dignity and ensure workers are not subjected to any form of physical, sexual, psychological, verbal harassment or abuse.

#### 6. Wages and benefits

Suppliers and their sub-contractors will recognise that wages are essential to meeting employees' basic needs and will make every effort to ensure that workers receive wages meeting basic needs by local standards.

#### 7. Discrimination

Suppliers and their sub-contractors will consider employees for positions based on their qualifications and abilities. mci group will not work with suppliers who discriminate on the basis of race, gender, political or religious beliefs, social, ethnic or national origin, marital status, age sexual orientation, or disability.

#### 8. Health and Safety

Suppliers and their sub-contractors will:

- Provide their workers with safe and healthy work environments in compliance with country and local health and safety laws and regulations.
- Take adequate steps to prevent accidents or injuries to health arising out of, associated with, or occurring in the course of work.
- Disclose material characteristics and health and safety information regarding the products they supply in compliance with the relevant standards, regulations or generally-accepted industry guidelines.

#### 9. Environmental commitment

We encourage and expect a strong environmental commitment and aggressive efforts to protect and restore the natural environment. We will favour partners who:

- Have a management system demonstrating environmental commitment and improvement
- Eliminate toxic and hazardous substances from products and operations
- Increase efficiency and thereby minimise pollution and waste
- Reduce the use of natural resources including raw materials, energy and water
- Promote the use of renewable energy through the support of innovation and integration in operations.



## 10. Sustainable product development

We encourage our suppliers to take into account environmental and social considerations into their processes, technologies, products and packaging in order to optimise the environmental performance of their products and maximise opportunities for positive social impact. We ask our suppliers to be informed of our sustainability policy [here](#).

## 11. Reporting and certification

We seek to work with business partners who have published commitments and performance to environmental and social responsibility. We encourage all suppliers to seek industry-specific third-party certification as a way to express their commitment. Our company has a clear preference for the following certification schemes and frameworks: GRI, Green Globe, Swan, ISO and LEED. Other certifications will be considered, though additional performance measures may be requested as evidence of an engaged commitment to Corporate Social Responsibility.

## 12. Intellectual property, confidentiality, and data privacy

- Suppliers that process personal data must sign mci group data processing agreement (as requested by your main contact at mci group).
- Suppliers should not disclose information regarding business activities, structure, financial situation and performance relating to our company to any other party.
- Suppliers are required to protect and responsibly use the intellectual assets and confidential information of our company and our clients, consistent with mci group's authority for such use. Suppliers' use of such data is restricted to mci group business-related purposes or otherwise outlined in any applicable agreement(s) between mci group and such suppliers.
- Suppliers must adhere to the intellectual property ownership rights of mci group and others, including without limitation copyrights, patents, trademarks, licenses, and trade secrets.
- Suppliers are prohibited from using any mci group or third party patented technology, copyrighted materials, or other intellectual property or confidential information without written permission. Suppliers are further prohibited from transferring, publishing, disclosing, or using mci group's confidential information other than as necessary in the ordinary course of business or as authorised by mci group.
- Suppliers shall maintain all standards of fair business, advertising and competition using appropriate means to safeguard customer information at all times.

## 13. Non-compliance

Suppliers shall inform their project contact person if any situation develops that causes the supplier or its representatives to act in violation of the SCC. mci group has various resources available and experience working together with its' partners to resolve non-compliance issues.

We reserve the right to terminate business relationships with any supplier in case of violation or non-compliance with the SCC or whose sub-contractors violate it.



#### 14. Complementary documents

Our suppliers are expected to be informed of the following documents and comply with them whenever applicable:

- [mci group Sustainability Policy](#)
- [mci group Code of Business Ethics](#)

I assert that \_\_\_\_\_ (company) supports these initiatives in act and spirit.

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

For more information on mci group's Sustainability Policies and Performance please consult our digital annual report <https://mcigroupreport.com>

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