

What Supplier Diversity means to MMS

Supplier Diversity is about adopting a fair and inclusive procurement process, ensuring all businesses, regardless of their size, location, and the background of their workforce, have the same opportunities to compete for the supply of goods and services to MMS.

Supplier Diversity is not about positive discrimination; it is about providing a platform of opportunity for businesses into MMS' supply chain. Our procurement process strives to acquire goods and services that meet our service, quality, cost, innovation, risk and sustainability standards, and these criteria must continue to be delivered by all suppliers.

Diversity in our supply chain

Diverse businesses are, but are not limited to, those that are majority owned, operated, managed, and controlled by women, people with a disability, people belonging to an ethnic minority or with an immigrant background, lesbians, gays, and bisexuals or trans-gender (LGBT) people.

By broadening the diversity of our supply chain, we will:

- Align our procurement and supply chain strategies to our DEI principles.
- Support local businesses, economies, and the communities in which we are located.
- Improve supplier engagement and inclusion.
- Harvest innovation and encourage new entrepreneurs.
- Identify new suppliers and markets.
- Positively drive our commitment to Sustainability within and across the supply chain.

Our Supplier Diversity and Inclusion activities are a statement of our intent, and it demonstrates our commitment to act. MMS alone cannot excel in Diversity and Inclusion. We will work collaboratively across our global supply chain; and by working together we will achieve more for our clients, employees and suppliers.

We will commit that the individuals responsible for procurement within MMS will actively include SMEs and diverse suppliers in the tender process where possible so they can compete fairly and have an equal chance of success.

Supplier Code of Conduct

Introduction & Expectations

At MMS, we believe that a strong relationship with our Suppliers is critical to ensuring our company's success. The purpose of this Supplier Code of Conduct is to communicate clearly and concisely our requirements to our Suppliers. MMS feels that this will help to ensure that anyone who works for us across the globe shares our values and works to the highest ethical standards.

MMS is committed to sustainable business practices, including conducting business ethically, responsibly, with integrity, and in accordance with the law.

Our expectation is that all of our Suppliers will work to honor the same commitment and adhere to this Supplier Code of Conduct. Whilst this Code of Conduct highlights certain legal, ethical and business requirements that are of particular importance to MMS, it is not meant to cover all laws and standards that may apply to a Supplier's activities.

Business Ethics and Integrity

MMS requires that all Suppliers will:

- Respect the highest ethical standards in all their activities with MMS but also all applicable national and international laws and regulations regarding the prevention of and fight against bribery and corruption. This commitment must be extended, by suppliers or services providers, to all the third parties to whom they may subcontract all or part of their tasks or services for MMS.
- Declare any conflict of interest that may affect the performance of tasks or provision of services entrusted to them by MMS. MMS' decision to engage with a Supplier must solely be based on the performance and quality of the products and services supplied and not on any form of hidden benefit of conflict of interest.
- Refrain from proposing to MMS colleagues any sum of money, gifts, loans, rebates, or valuable objects. MMS colleagues are not authorized to receive gifts intended to promote your company or your products or services.
- Undergo a risk-based due diligence aiming at assessing any potentially exposure to corruption and/or any other illicit/inappropriate practices.
- To accept the inclusion of specific anti-bribery provisions in contracts binding them to MMS.
- We believe that fair competition is in everyone's best interest. MMS requires Suppliers to abide by all global fair competition and anti-trust laws and regulations and to compete fairly.

- Suppliers are prohibited from giving any political support or contributions on behalf of MMS.
- MMS expects Suppliers to exercise responsible sourcing in their supply chain, acting in accordance with OECD Due Diligence Guidance where appropriate.

Data Protection & Privacy

Confidentiality is crucial to MMS and our Customers. We are committed to ensure that all Suppliers will provide an adequate level of data protection for all personal data.

MMS requires that all Suppliers shall adhere to the following:

- Shall have processes in place to ensure that the confidentiality of all information is guaranteed by all Suppliers and their representatives. Approved confidentiality agreements must be entered into by Supplier if confidential information is to be shared.
- Respect the highest standards of protection for Personal Data in any and all processing of Personal Data implemented on the basis of its relationships with MMS as well as all applicable national and international laws and regulations relating to Personal Data protection. This commitment must be extended, by suppliers or services providers, to all third parties to whom they may subcontract all or part of the tasks or services provided to MMS.
- In order to conduct business with MMS, Suppliers may be given access to MMS' or our Customers' confidential information, including intellectual property, study data and documents, and personal information. Personal information means any information relating to an identifiable individual person. Suppliers shall process this data solely in accordance with MMS' and our Customers' instructions and must not use any personal data for their own purposes.
- Implement adequate technical and organizational security measures to prevent any accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed.
- Should a personal data breach occur, contain, handle and, where relevant, notify to MMS any personal data breach related to personal data processed on the basis of its relationships with MMS.
- Manage, handle and, where relevant, respond and/or notify to MMS any exercise of his/her personal data protection rights by any Data Subject. Ensure proper training of its personnel regarding privacy and data protection as well as on the implementation of adequate security measures.
- Undergo, through a risk-based questionnaire, a review aiming at ensuring MMS that its suppliers, distributors, agents, and business partners are complying with Data Protection obligations.
- To accept the inclusion of specific Personal Data Protection provisions in contracts binding them to MMS.

Labor and Human Rights

MMS expects all Suppliers to uphold the human rights of their employees and treat them with respect and dignity. This includes:

- **Diversity and Inclusion:** Suppliers must be committed to building and promoting an environment that is inclusive of all people and their unique abilities, strengths and differences. Inclusion means creating a workplace where people can be themselves regardless of their gender, gender identity, religion, age, race, color, disability, ethnicity, cultural affiliation, sexual orientation or beliefs.
- **Non-Discrimination:** Suppliers shall prohibit discrimination without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, citizenship, age, marital status, veteran status, or disability and comply with the laws in each country in which we do business.
- **Child Labor:** Complying with applicable local child labor laws and only employing individuals who meet the minimum legal age. Employees under the age of 18 should not perform work in a hazardous work environment or at night.
- **Forced Labor:** Suppliers are not engaged in nor support worker exploitation amounting to forced labor. Suppliers give employees the right to enter into employment voluntarily and freely, without the threat of penalty and the right to freely terminate employment voluntarily by means of notice of reasonable length at any time and without penalty. Suppliers ensure that all employment contracts are written and transparent and include comprehensive provisions for employees.
- **Wages, Benefits and Working hours:** Suppliers shall comply with all applicable wage and hour laws and regulations. Suppliers need to guarantee that wages are paid regularly and allow employees and their families to meet their basic needs.
- **Freedom of Association:** Suppliers shall respect the rights of employees to associate freely and engage in collective bargaining in accordance with local laws, including to join labor unions and workers organizations.

Environmental, Health & Safety Policies

MMS requires that all Suppliers ensure that programs are in place at all their sites and facilities in order to minimize the use of hazardous substances and ensure to operate all activities in an environmentally responsible and efficient manner to minimize any adverse impact on the environment.

Compliance with legal and regulatory requirements

Suppliers shall ensure compliance with all the applicable local, national, regional and international regulations relating to environmental protection within the countries where they carry out their activities.

All required environmental permits, licenses and chemical registrations shall be obtained and kept up to date. Their operational and reporting requirements shall be followed.

Greenhouse Gas (GHG) Emission Reporting

MMS expects all Suppliers to measure and report their Greenhouse Gas (GHG) emissions annually, and pledge to voluntarily reduce them over time in accordance with the principles of the Paris Accord, 2015.

MMS strongly encourages Suppliers to participate in a suitable Business Sustainability rating program, such as EcoVadis.

Resources Management

Suppliers should do their best to reduce energy and water consumption in order to preserve natural resources. Suppliers should aim to preserve biodiversity locally in its sites of operation.

Pollution prevention & Releases into the Environment

Suppliers shall make sure that all the substances presenting an environmental risk are identified, labelled, stored, handled and shipped in a manner that prevents and mitigates accidental spills and releases to the environment. A prevention plan and emergency preparedness plan are in place to treat any chronic or accidental event presenting an environmental risk (air, soil, water and groundwater) inside or outside the site.

MMS expects Suppliers to do their best to reduce and even prevent emission sources generated by their activities. Any waste, wastewater discharge, or air emissions with potential to adversely impact human or

environment health shall be appropriately managed, measured, controlled, and treated prior to release into the environment.

The traceability of these discharges or disposal is assured. Waste management shall favor waste prevention, recycling, or recovery of waste and the use of recovered materials.

Employee Safety and Protection

MMS expects Suppliers to provide their employees with a healthy and safe workplace in compliance with all local and national health and safety legislation. Suppliers must protect employees from chemical, biological and physical hazards, in addition to the prevention of on-site accidents. To help ensure safety, Suppliers must provide employees with the necessary training and protective equipment. Suppliers must maintain records documenting workplace injuries and health and safety trainings.

Suppliers must implement emergency response plans, including evacuation drills, fire detection equipment, and first aid supplies, to ensure the safety of workers.