



## SUPPLIER AGREEMENT AND CODE OF CONDUCT

Plane Talking Products (PTP) is committed to treating all workers with respect and dignity, ensuring safe and fair working conditions, and conducting environmentally responsible and ethical operations. PTP expect the suppliers of our products and the supply chain, and their suppliers, to follow a similar code of conduct, environmental and ethical responsibilities.

**The Supplier Agreement and Code of Conduct sets out our expectations of suppliers, in terms of business practices, and specifically regarding:**

- Ethical supply and people treatment
- Product and Pricing standards
- Prevention of financial crime and liability
- Environmental responsibility and accountability
- Data security and information protection
- Health and safety
- Supplier approval and monitoring

### **Ethical supply and people treatment**

The supplier will respect the human rights of their employees, other personnel and local communities, and will comply with all relevant law pertaining to human rights. This could include, but not be limited to: working conditions, anti-slavery policies, responsible sourcing and supply, sustainability and worker protection.

Suppliers will uphold the highest standards of ethics to promote honesty and integrity in business operations.

### **Product and Pricing standards**

The supplier agrees to manufacture, pack and supply the products in accordance with the specification and all generally accepted best industry standards and practices that are applicable, or as specifically stated to the Supplier by PTP. The supplier will also ensure each delivery is made on time and in full accordance with PTP's shipping instructions.

Product prices are inclusive of the costs of packaging, insurance, fees, duties, taxes and carriage of to the delivery location (unless otherwise specified), which shall be paid by the supplier.

Orders will be made by PTP to the supplier in writing.

The supplier will supply the products in accordance with PTP's orders placed and other relevant delivery agreements.

### **Prevention of financial crime and liability**

The supplier will comply with all relevant law pertaining to Financial Crime and will not do or omit to do anything which would cause PTP to be in breach of such relevant law. This includes bribery, corruption, money laundering, terrorist financing, tax evasion and the failure to prevent the criminal facilitation of tax evasion.

### **Environmental responsibility and accountability**

The supplier will comply with all relevant law in respect to the environment and will operate in an environmentally responsible way. The supplier will also work with PTP towards reducing our

environmental impact and improved sustainability through product quality, manufacturing and delivery.

The supplier is expected to have a sustainable and carbon reduction plan that aligns with PTP's Sustainable Procurement Policy, Environmental Policy and journey to NetZero. There will be a written environmental policy appropriate to the size, nature and complexity of the operation which addresses preventing, mitigating and controlling serious environmental and health impacts from operations.

This policy must be up to date and available to PTP on request.

#### **Data protection and information security**

Each party undertakes that it will not disclose to any person or company any confidential information concerning the products, business, affairs, customers, clients or suppliers of the other party. This will include patents and rights to inventions. Suppliers will comply with all relevant law pertaining to data protection.

#### **Health and safety**

PTP requires that a safe and healthy workplace is provided for all supplier personnel and that all other relevant law pertaining to health and safety is complied with at all times.

#### **Supplier approval and monitoring**

Careful selection and approval of suppliers is done to ensure that the best possible price, quality and delivery time available within the markets is obtained.

The supplier will be monitored based on their ability to deliver on the below:

- Competitive Prices
- Quality of goods/services.
- Sustainable practices and continuing effort in reducing their carbon footprint.
- Availability of goods/services within the required delivery time.
- After sale services, including open and available communication.
- Supplier's records of performance and service.
- Financial stability of the supplier.
- Availability of supplier's representatives to consult with
- Payment terms
- Warranties and returns services offered.
- Up-to-date and relevant sustainability certifications and memberships.
- Compliance to social and environmental performance and initiatives.
- Provide samples

In line with sustainability and environmental requirements, during their operation the supplier is also expected to:

- Reduce total material use.
- Reduce the number of product components.
- Minimise the use of harmful materials.
- Extend product and material life.
- Enable servicing.
- Minimise waste generation

**PlaneTalking**  
PRODUCTS LIMITED  
*Awky*  
Authorised Signatory