



As part of our commitment to following the principles contained in the arche noVa Code of Conduct, we expect our business partners to follow comparable standards in their conduct. Our expectations are set out here, in our Supplier Declaration, which you are contractually obliged to follow:

## *Compliance with laws and adherence to generally accepted standards*

As a Bidder/Supplier to arche noVa we will:

- Comply with applicable laws and regulations, including relevant anti-corruption legislation.
- Operate in accordance with generally accepted principles and standards relating to social and environmental responsibility, and internationally recognized human rights including laws preventing modern slavery.

## *Anti-Bribery and Anti-corruption*

As a Bidder/Supplier to arche noVa we will:

- Not partake in any form of corruption or bribery, and ensure that business decisions are not influenced through any improper or illegal payments, either through cash, gifts, travel or anything else of value including intangible benefits.
- Refrain from presenting any invitations or gifts, or anything of value, to arche noVa employees with an intention to gain any form of influence.
- Disclose to arche noVa any requests or pressure to provide bribes (any kind of benefit) in any form, either to Public Officials or any other parties, directly or indirectly, that may try to influence or provide an unfair business advantage.

## *Books and records*

As a Bidder/Supplier to arche noVa we will:

- Maintain complete books and records that accurately reflect all business transactions and expenditures that are prepared in accordance with applicable laws and regulations.

## *Conflicts of interest*

As a Bidder/Supplier to arche noVa we will:

- Avoid situations where our own interests conflict, or could conflict, with the business interests of arche noVa.
- Notify arche noVa without delay, if we become aware of a conflict of interest, including if arche noVa employee has a financial interest in our company or is related to our company in any other way.

## *Protection of assets and information*

As a Bidder/Supplier to arche noVa we will:

- Contribute to safeguarding arche noVa's assets from theft, misuse or waste.
- Take necessary measures to protect, and keep arche noVa data and information that is available to us confidential.

## *Anti-competition and economic and trade sanctions*

As a Bidder/Supplier to arche noVa we will:

- Not engage in any activities that could reasonably be construed as being anti-competitive, abusive or unfair, and comply with applicable anti-trust and anti-competition laws and regulations.
- Comply with laws and regulations governing the export or import of goods, products and services, and those relating to economic and trade sanctions, and anti-boycott.

## *Insider trading*

As a Bidder/Supplier to arche noVa we will:

- Avoid insider trading by not buying or selling arche noVa or another company's securities when in possession of insider information about arche noVa that is not available to the investing public, and that could influence an investor's decision to buy or sell the security.

## *Employees*

As a Bidder/Supplier to arche noVa we will:

- Provide for safe workplaces that comply with international labour standards.
- Ensure fair employment practices, and refrain from any form of unethical or illegal employment practices (such as harassment or physical assault, any form of slavery, servitude and forced or compulsory labour including, but not limited to child-labour)
- Not discriminate against employees on the grounds of their ethnicity, gender, sexual orientation, religion, ideology, disability or age.
- Assure the rights of association and collective bargaining and provide employees with written agreements of employment, as governed by local legislation.
- Ensure that wages, working hours, vacation and leave periods provided to employees and hired external contractors are in accordance with applicable law and/or agreements
- Adhere to all applicable data protection laws.

# Bidder and Supplier Declaration



**arche noVa**  
Initiative for people in need

## *Environment*

As a Bidder/Supplier to arche noVa we will:

- Conduct our operations safely and minimize the environmental impact of our business activities
- Comply with applicable environmental legislation and permits.

## *Communities*

As a Bidder/Supplier to arche noVa we will:

- Respect the local community and seek to prevent and mitigate adverse impact on local community.

## *Standards towards our own Vendors*

As a Bidder/Supplier to arche noVa we will:

- Demand from our own vendors to adhere to the principles set forth in this Bidder and Supplier Declaration.
- Systematically include and follow up on these obligations in our business relationships with the concerned stakeholders.

## *Material compliance and conflict minerals*

As a Bidder/Supplier to arche noVa we will:

- Ensure that goods and materials provided to arche noVa are not sourced in illegal or unethical ways
- Confirm the implementation of appropriate due diligence measures for the responsible sourcing of minerals to ensure compliance with relevant regulations.

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By signing this document, you confirm that you will fulfill the requirements in this Bidder and Supplier Declaration. To the extent you are not able to provide supporting documentation, you confirm your willingness to start a process of documenting your performance against these requirements.

arche noVa reserves the right to request further self-declarations, certifications or to take any other reasonable action as contractually agreed where there may be concerns.

In cases of concern or, if you become aware of any inappropriate action by arche noVa personnel, you are encouraged to report these to the arche noVa Reporting Line/

## **Declaration signed by Bidder/Supplier:**

Bidder/Supplier name: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name of Authorized Legal Representative: \_\_\_\_\_

Title of Authorized Legal Representative: \_\_\_\_\_

Do you have any relation  
with any of arche noVa member?

NO ☐

YES ☐

If YES, please mention name, position,  
relationship type:

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature