



## Hotstart Supplier Code of Conduct

Hotstart, Inc is committed conducting business in an ethical and responsible manner. We require suppliers to conduct themselves with the highest standards of honesty, fairness, and integrity, and in compliance with all applicable laws.

### Integrity

1. Suppliers to Hotstart, Inc. will not practice any form of corruption, bribery, extortion, or embezzlement and will not tolerate these behaviors from their business partners or suppliers.
2. Suppliers will keep proprietary information confidential and ensure that Hotstart's privacy and intellectual property rights are protected.
3. Suppliers are expected to ensure that products supplied to Hotstart do not contain materials derived from conflict regions that directly or indirectly finance or benefit armed groups.
4. Suppliers of Hotstart, Inc. will disclose any relationships that have the potential to create a conflict of interest or the appearance of a conflict of interest. Suppliers shall correct any actual or perceived conflict of interest as directed by Hotstart.
5. Standards of fair business, advertising, and competition are to be upheld at all times.
6. Suppliers will comply with all applicable laws and regulations concerning embargoes and sanctions and will not, directly or indirectly, conduct transactions with individuals, entities, or countries subject to restricted party or embargoed country lists.

### Labor

1. Hotstart does not tolerate child labor, slavery, forced labor (including involuntary prison labor), indenture, or human trafficking in our supply chain. Suppliers are expected to protect the human rights of their employees and to treat them with dignity and respect in accordance with the UN Universal Declaration of Human Rights. Working hours for suppliers' employees will not exceed the maximum set by the applicable national law.
2. Suppliers will not tolerate discrimination based on race, national origin, gender, age, physical characteristics, social origin, disability, religion, family status, pregnancy, sexual orientation, gender identity, gender expression or any unlawful criterion under applicable law. Hotstart suppliers are expected to support diversity and equal opportunity in their workplaces.
3. In accordance with local laws, suppliers will respect the rights of their employees to associate freely, join labor unions, seek representation, and engage in collective bargaining.

## **Workplace**

1. Suppliers will provide their employees with a workplace free of harsh and inhumane treatment, free of sexual harassment, sexual abuse, corporal punishment or torture, mental or physical coercion, or verbal abuse.
2. Suppliers will provide their employees and visitors with a safe work environment, free of chemical, biological, and physical hazards. Suppliers will take appropriate measures to mitigate health and safety risks in the workplace. When hazards cannot be adequately controlled by these means, suppliers will provide employees with appropriate personal protective equipment.

## **Environmental**

1. Hotstart, Inc. recognizes that environmental responsibility is integral to producing world-class products, and we expect our suppliers to make every effort to conduct operations in a manner that is environmentally responsible and conserves natural resources. This includes compliance with local environmental laws and regulations, and maintenance of all required permits, approvals, and registrations.
2. Suppliers will have systems in place to ensure the safe handling, movement, storage, recycling, reuse and management of waste, air emissions and wastewater discharges. Any of these activities that have the potential to adversely impact human or environmental health will be appropriately managed, measured, controlled and handled prior to release of any substance into the environment. Suppliers will have systems in place to prevent or mitigate accidental spills and releases into the environment.

Hotstart, Inc. expects that suppliers ensure adequate and effective management systems, policies, procedures, financial documentation, and training are in place to ensure ongoing compliance with this policy. We reserve the right to verify compliance with this policy through surveys, questionnaires, on-site audits, documentation audits, and interviews. If non-compliances are observed, the supplier will be required to take corrective action.

If suppliers fail to implement the recommended corrective action plans and do not remedy acts of non-compliance in a timely manner, Hotstart reserves the right to suspend purchases until corrective actions have been implemented, or to terminate its business relationship with the supplier.