

## **CODE OF CONDUCT OF UNIOLOG SUPPLIERS**

This our Supplier Code of Conduct sets out the essential requirements for meeting our standards, which are placed on any person or entity working with us in relation to their responsibilities to stakeholders, employees, business partners and the environment of him in general.

The code of conduct is based on the principles of the United Nations Global Compact, anti-bribery laws and regulations and the GDPR, as applicable. We expect our suppliers to share this commitment.

*The supplier hereby declares that:*

### **LEGAL COMPLIANCE – LEGAL PROCESSES**

- complies with applicable laws, regulations, and practices.
- keeps confidential the business, financial and technical data of Unilog and its customers, business correspondence as well as personal data concerning persons working either at Unilog or on behalf of Unilog or at Unilog's customers.
- does not misappropriate the tangible assets or intellectual property of Unilog or Unilog's customers or other companies.
- His employees, avoid actions that could involve or lead to the participation of either his Company and its staff, or Unilog and its staff in any illegal practice, including the employment of its staff or the use of its assets His company for illegal profit.
- Pending litigation, legal proceedings and investigations related to his Company are handled promptly and appropriately in order to protect and defend his Company. He has knowledge of any pending lawsuits, investigations or other legal proceedings that threaten his staff and are related to operational matters.

### **RESPECTING THE BASIC HUMAN RIGHTS OF EMPLOYEES**

- promotes equal opportunity and treatment of all employees regardless of color, race, ethnicity, social background, disability, sexual orientation, political or religious belief, sex, or age.
- respects the personal dignity, privacy, and rights of every individual.
- does not tolerate any unacceptable treatment of employees, such as mental or physical violence, sexual harassment, or discrimination.
- prohibits conduct, including gestures, language, and physical contact, that is sexual, coercive, threatening, abusive or exploitative.
- provides fair remuneration and guarantees the applicable national legal minimum wage.
- recognizes the right of employees to work freely and of their own volition.

- complies with applicable law and sector-specific labor regulations regarding working hours, including relevant overtime laws, according to which its employees, as well as staff on loan from supplier companies, have a legal right to work and all the necessary legalizing documents.
- its employees have the right to join or form trade unions of their choice, as well as the right to participate in collective bargaining.

#### **PROHIBITION OF CHILD LABOR**

- complies with the minimum working age requirements provided by national laws and international agreements.

#### **HEALTH AND SAFETY OF EMPLOYEES**

- assumes responsibility for the health and safety of its employees.
- controls risks and takes the best possible preventive measures against accidents and occupational diseases.
- establishes or uses a reasonable occupational health and safety management system. All employees receive regular and recorded health and safety training.

#### **ENVIRONMENTAL PROTECTION**

- acts in accordance with applicable legal and international standards regarding environmental protection, is able to demonstrate compliance with applicable environmental protection laws and has all relevant and valid permits.
- minimizes environmental pollution and ensures continuous improvement of environmental protection.

#### **SUPPLY CHAIN**

- make reasonable efforts to promote compliance with this Code of Conduct to its suppliers / customers / business partners, as applicable.

#### **FIGHTING CORRUPTION & BRIBERY - TRANSPARENCY**

Unilog is committed to ensuring that its business is conducted honestly, without the use of corrupt practices or acts of bribery.

It is important that all transactions of Unilog and/or its business partners are conducted with integrity. Bribery and corruption harm the societies in which they are committed and hinder economic development.

Unilog works against bribery and other forms of corruption, both directly and indirectly through its partners. This applies to all its businesses and transactions, in all countries in which Unilog and/or its business partners operate.

According to this Code of Conduct, bribery includes financial or other advantages (such as gifts, loans, rewards, etc.) that are given, promised, offered, accepted, solicited or received with the intent to influence the ability to objectively and fairly business decisions. This includes facilitation payments, which are usually small, informal payments made to secure or expedite a routine or necessary government action by a government official.



Bribes and facilitation payments are not acceptable at Unilog and offering any of these forms of payment is against Unilog's Principles and this Code of Conduct.

As a supplier of Unilog, the applicant represents and warrants that it will not take actions involving bribery when acting in connection with Unilog's business. This includes both domestic and international businesses and must be observed in all dealings with both private entities and public officials.

Whether an action constitutes bribery is determined by the standards set forth in this Code of Conduct. Any local practice or custom will be disregarded unless expressly required by local written law.

As a supplier of Unilog, the applicant declares that it expressly prohibits making, promising or authorizing any payment, or any provision to a public representative where it will improperly and abusively be persuaded to carry out any governmental action or decision that will assist its Company in obtaining or maintain a project, or gain a comparative advantage.

"Government official" is broadly translated to include: a) any elected or appointed government person, b) any employee or person acting for or on behalf of a government official, organization or business performing a government function, c) any political party candidate for public office, Officer, employee, or person acting for or on behalf of a political party or candidate for public office, d) employee or person acting for or on behalf of a public International Organization. "State" is intended to include all levels and subdivisions of the State.

As a Unilog supplier, the candidate is committed to transparency in its dealings with stakeholders & declares that transparency and honesty are its guiding principles in all communication activities internally and externally. He accepts that Unilog has access to information about his Company, which is required or recommended by the internationally recognized standards of corporate governance.

As a Unilog supplier, the applicant declares that it strictly complies with laws and regulations designed to combat the proceeds of illegal activities. This includes laws and regulations that require reporting of currency transactions.

#### **CONFLICTS OF INTEREST & FAIR COMPETITION**

As a supplier of Unilog, the candidate declares that the directors, supervisors and employees of his Company have high ethical standards in handling conflicts of interest & agrees to disclose any personal relationship of his employees with persons or companies with whom there is cooperation or which may lead to a conflict of interest. Such relationships include a relationship by blood or marriage, partnership, participation or investment in partners.

As a Unilog supplier, the applicant is committed to free enterprise and fair competition. It accepts the principle that corporate business should be conducted solely on the basis of merit and open competition. It cooperates with Unilog or any other company, hires employees, or other intermediaries only with fair competition. His Company and his employees avoid any controversy that violates or appears to violate antitrust laws.

## **CONSENT**

It is the responsibility of the undersigned to ensure compliance with this Code of Conduct. Therefore, the signatories allow Unilog or an authorized third-party auditor to perform announced audits to verify compliance.

In addition, the undersigned accepts that surprise audits may occur in the event of serious allegations or evidence of a violation of this Code of Conduct and in the event that a scheduled audit concluded non-compliance.

During the audit, signatories shall provide Unilog with access to reasonably requested documentation, personnel and information.

## **NOTIFICATION OF INCIDENTS**

The supplier must notify Unilog of recognized incidents and violations of this Code of Conduct within 24 hours via a confidential report to the address: [dpo@unilog.gr](mailto:dpo@unilog.gr)

If non-compliance is identified, Unilog can support the drafting of an improvement plan.

In the event that compliance is deemed impossible or the Supplier shows no willingness or ability to mitigate or prevent the identified negative impact by not taking proven corrective measures, Unilog reserves the right to terminate the contract with immediate effect, without being held liable.