



**SUPPLIER CODE OF CONDUCT**

**iPS Holding B.V. and/or its affiliated companies**

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## Supplier code of conduct

### Who we are and how we work

At iPS Powerful People, we are committed to the highest standards of integrity, transparency, and sustainability in our operations. Our suppliers play a critical role in helping us achieve these goals, and as such, we expect them to adhere to these principles.

This Supplier code of conduct defines the minimum requirements that all suppliers must meet, ensuring that our supply chain operates ethically, responsibly, and in compliance with local and international laws and regulations.

#### The key sections of this document cover:

- Our company
- Compliance with laws and regulations
- Business integrity and ethical conduct
- Human rights and fair labor practices
- Health and safety
- Environmental responsibility
- Anti-slavery and human trafficking
- Data protection and confidentiality
- Monitoring and audits
- Whistleblower protection
- Commitment to continuous improvement

Please be aware that in the event of a failure to comply with, or in case of any wilful breach of, our business principles and supplier code of conduct, the company will consider action, up to and including termination of the business relationship.

If you have any questions about how to interpret or apply this code, please consult your contact person.

## Our company

### Business principles

It is iPS Powerful People's ambition to be the first choice of customers, candidates and employees, and to be a respected member of society. iPS Powerful People's business principles apply equally to our business transactions throughout the world and to the behaviour of suppliers in conducting iPS Powerful People's business. The business principles also bring together the main responsibilities of iPS Powerful People for other specific policy areas.

It is the responsibility of the Directors to ensure that iPS Powerful People's business principles are communicated to and observed by suppliers of iPS Powerful People. In addition, iPS Powerful People regards the application of its business principles to be of prime importance in making decisions about whether or not to enter into or continue relationships with contractors and suppliers and to participate in joint ventures.

## Our values

### 1. We strive for customer satisfaction

- Knowing customer's business and (future) demands
- Take action to meet customer's needs
- Invest in customer relation

### 2. Integrity and responsibility in everything we do

- Tackle problems and respect quality and safety
- Be reliable and keep promises
- Be respectful and prepared to listen

### 3. We work in an open climate

- Challenge improvements
- Be positive to change
- Dare to ask questions/act as a team

### 4. We develop people's talent

- Seeking new experiences
- Opportunity to learn
- Ask for feedback and stand up

### 5. We embrace commercial thinking

- Focus on profitable business
- Always be solution oriented
- Strategic partnership with our clients

## Responsibilities

iPS Powerful People is committed to creating long-term value for customers, candidates, employees and society as a whole, recognizing that sustainable profit is essential for the continuity of its business.

We will focus our efforts on the success of our customers. In this respect, it is our responsibility to provide customers with services that offer value in terms of price and quality and that meet high health, safety and environmental standards.

We will create an attractive working environment for our candidates and employees. In this respect, it is our responsibility to recruit, hire and promote employees solely on the basis of their suitability for the job; to stimulate their individual and professional development and to provide safe and healthy working conditions. It is also our responsibility to prohibit harassment or discrimination of any kind.

We will conduct our activities in a socially responsible manner. In this respect, we observe the laws of the countries in which we operate by supporting fundamental human rights in line with the legitimate role of business and giving proper regard to health, safety and the environment, consistent with our commitment to contribute to sustainable development.

## Compliance with laws and regulations

### Our policy

iPS Powerful People's policy is to comply with all laws and regulations that apply to its business. Suppliers must comply with all applicable laws, regulations, and industry standards. This includes, but is not limited to:

### Labor laws

Including laws and regulations related to wages, working hours, and employment rights.

### Health and safety regulations

iPS Powerful People wants to provide safe working conditions.

### Environmental protection laws

iPS Powerful People wants to ensure responsible use of resources and waste management.

### Anti-corruption and anti-bribery laws

This includes international anti-bribery frameworks such as the UK Bribery Act and the U.S. Foreign Corrupt Practices Act.

Bribery and any other forms of unethical business practice are prohibited.

Under no circumstance shall any supplier of iPS Powerful People authorize any payment or gift:

- to gain any business advantage.
- to influence the policy of any government; or
- that could bear the appearance of impropriety.

### Data protection and privacy laws

iPS Powerful People wants to protect the confidentiality of personal information according to GDPR (General Data Protection Regulation) and other relevant legislation.

## Business integrity and ethical conduct

### Our policy

It is the policy of iPS Powerful People to insist on integrity, fairness, and transparency in all business transactions.

### Prohibit bribery and corruption

Suppliers must not engage in or tolerate any form of bribery, corruption, or illegal business practices. This includes both direct and indirect forms, such as gifts, kickbacks, or any incentives offered to secure business advantages.

### Ensure fair competition

Suppliers must engage in lawful business practices that support fair competition. Antitrust and competition laws must be respected, and suppliers should refrain from actions such as price-fixing, bid-rigging, or monopolistic behaviour.

### Transparent financial practices

Suppliers must maintain accurate financial records and report all business transactions truthfully and transparently. All financial information should be recorded in accordance with applicable accounting standards and laws, with no false or misleading entries.

## Human rights and fair labor practices

### Our policy

It is the policy of iPS Powerful People to uphold the dignity, rights and well-being of all employees.

### No forced or involuntary labor

Suppliers must ensure that all employment is freely chosen. Employees must not be forced, bonded, or subjected to involuntary labor, including prison labor or slavery.

### No child labor

Suppliers must adhere to minimum age requirements as specified by local laws and international standards, such as the International Labour Organization (ILO). Child labor is strictly prohibited.

### Fair wages and benefits

Suppliers must pay employees a fair wage, in compliance with local laws regarding minimum wages and overtime pay. Benefits such as holidays, leaves, and social security contributions must also comply with legal standards.

### Working hours

Suppliers must ensure that employees' hours of work, including overtime, comply with applicable laws. Employees must not be required to work beyond the legally mandated hours.

### Non-Discrimination

Suppliers must ensure a workplace free from discrimination and harassment based on race, ethnicity, religion, gender, sexual orientation, age, disability, or any other protected characteristic.

### Freedom of association

Suppliers must respect the right of employees to freely associate, join labor unions, and engage in collective bargaining in accordance with local laws.

## Health and safety

### Our policy

It is the policy of iPS Powerful People to prioritize to ensure a safe and healthy work environment for all employees.

### Safe working conditions

Suppliers must provide a safe and healthy working environment in compliance with local and international health and safety regulations. Adequate steps must be taken to prevent workplace accidents and illnesses.

### Health and safety management

Suppliers are required to implement a robust health and safety management system, ensuring that employees receive proper training, are provided with protective equipment, and that risks are managed effectively.

### Emergency preparedness

Suppliers must have procedures in place for dealing with emergencies, including the provision of fire exits, first aid, and evacuation plans.

## Environmental responsibility

### Our policy

It is the policy of iPS Powerful People to minimize their environmental impact and manage resources responsible.

### Compliance with environmental laws

Suppliers must comply with all applicable environmental regulations regarding emissions, waste disposal, and hazardous materials handling.



### Resource management

Suppliers are expected to minimize their consumption of energy, water, and raw materials, and seek sustainable alternatives where possible.

### Waste reduction and recycling

Suppliers should implement measures to reduce waste and promote recycling. This includes reducing emissions, minimizing the use of hazardous substances, and ensuring proper disposal of waste in line with environmental regulations.

### Climate impact

iPS Powerful People encourage suppliers to adopt practices that reduce their carbon footprint, including investing in energy-efficient technologies and renewable energy sources.

## Anti-slavery and human trafficking

### Our policy

It is the policy of iPS Powerful People to eradicate modern slavery in all its forms, including forced labor and human trafficking.

### Prohibit modern slavery

Suppliers must ensure that no part of their operations or supply chain involves any form of modern slavery, including forced labor, human trafficking, or bonded labor.

### Due diligence

Suppliers should regularly conduct audits of their operations and supply chains to ensure compliance with anti-slavery regulations. Suppliers must also have systems in place for employees to report any suspected violations.

### Recruitment practices

Recruitment and employment practices must be transparent and free from exploitation. Employees should not be required to pay fees to secure employment.

## Data protection and confidentiality

### Our policy

It is the policy of iPS Powerful People to safeguard the privacy and confidentiality of iPS Powerful People's business information and that of its employees and clients.

### Confidential information

Any confidential information provided by iPS Powerful People must be safeguarded and used solely for the purposes for which it was intended.

### Data security

Suppliers must take appropriate measures to secure all personal and business data, ensuring that data protection standards comply with laws such as the General Data Protection Regulation (GDPR).

## Monitoring and audits

### Our policy

It is the policy of iPS Powerful People to ensure compliance regarding the supplier code of conduct.

### On site audits

iPS Powerful People reserves the right to conduct scheduled audits of supplier's facilities and operations. Suppliers are required to maintain complete and accurate records and make these available during an audit.

### Corrective actions

If iPS Powerful People identifies non-compliance, suppliers are expected to implement corrective actions within an agreed timeframe. Failure to correct violations may result in the termination of the business relationship.

## Whistleblower protection

### Our policy

It is the policy of iPS Powerful People to establish procedures for employees to report unethical behavior or violations of this supplier code of conduct without fear of retaliation.

### Anonymous reporting channels

Suppliers are encouraged to provide employees with confidential, anonymous channels to report any concerns or unethical practices.

### No retaliation

Suppliers must ensure that workers who report violations or raise concerns are not subjected to retaliation or punitive measures.

## Commitment to continuous improvement

### Our policy

It is the policy of iPS Powerful People to strive for continuous improvement in operations and business practices.

### Training and development

Providing regular training for employees on ethics, safety, and compliance-related issues.

### Sustainability

Continuously improving the environmental performance, including energy efficiency, waste reduction, and carbon footprint minimization.

### Innovation

Collaborating with iPS Powerful People to identify and implement innovative practices that support sustainability, efficiency, and ethical business practices.

## Acknowledgement of compliance

By engaging in business with iPS Powerful People, the supplier acknowledges and agrees to comply with this supplier code of conduct. Suppliers must communicate these standards to all employees, contractors, and sub-suppliers involved in their operations.

This supplier code of conduct reinforces our commitment to responsible business practices, ethical supply chain management, and respect for human rights. iPS Powerful People looks forward to working with suppliers who share these values and are committed to making a positive impact on society and the environment.