

TABS Holland N.V. Code of Conduct for Suppliers and Third Party Intermediaries

*Reference: Timber and Building Supplies Holland N.V. Department of Environmental Affairs (Zaandam, The Netherlands);
Version: July 2020.*

This Code of Conduct defines the basic requirements placed on suppliers, their subsidiaries and third party intermediaries of Timber and Building Supplies Holland N.V. and subsidiary companies¹, hereafter TABS Holland N.V., concerning their responsibilities towards their stakeholders and the environment. TABS Holland N.V. reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the TABS Holland N.V. Compliance Program. In such event TABS Holland N.V. expects the supplier to accept such reasonable changes.

The goal of the TABS Holland N.V. Compliance Program and of this document are to work together to a more sustainable future for all parties involved in our business.

The supplier and/or third party intermediary declares herewith:

- **Legal compliance**
 - to comply with the laws of the applicable legal systems.
- **Prohibition of corruption and bribery**
 - to tolerate no form of and not to engage directly or indirectly in any form of corruption or bribery and not to grant, offer or promise anything of value to a government official or to a counterparty in the private sector to influence official action or obtain an improper advantage.
- **Fair competition, anti-trust laws and intellectual property rights**
 - to act in accordance with national and international competition laws and not to participate in price fixing, market or customer allocation, market sharing or bid rigging with competitors;
 - to respect the intellectual property rights of others.
- **Conflicts of interest**
 - to avoid all conflicts of interest that may adversely influence business relationships.
- **Respect for the basic human rights of employees**
 - to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
 - to respect the personal dignity, privacy and rights of each individual;
 - to refuse to employ or make anyone work against his will;
 - to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
 - to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
 - to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
 - to comply with the maximum number of working hours laid down in the applicable laws;
 - to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.
- **Prohibition of child labor**
 - to employ no workers under the age of 15.
- **Health and safety of employees**
 - to take responsibility for the health and safety of its employees;

¹ Visit <http://www.tabsholland.nl/> for an overview.

- to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- to provide training and ensure that employees are educated in health and safety issues;
- to set up or use a reasonable occupational health & safety management system.
- to provide decent accommodation when employees cannot reasonably be expected to commute from their residence. This includes at least an amount of privacy for showering and sleeping.
- **Environmental protection**
 - to act in accordance with the applicable statutory and international standards regarding environmental protection;
 - to act in accordance with the EUTR, implementing a due diligence system to assess and mitigate against risks of illegally harvested timber entering the supply chain;
 - to minimize environmental pollution and make continuous improvements in environmental protection;
 - to set up or use a reasonable environmental management system.
- **Supply chain**
 - to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct;
 - to comply with the principles of non-discrimination with regard to supplier selection and treatment.
- **Conflict Minerals**
 - to take reasonable efforts to avoid in its products the use of raw materials which directly or indirectly finance armed groups who violate human rights.

What happens if the supplier fails to comply with this Code of Conduct?

It is expected of the supplier to take steps to improve the situation and create a plan of action. TABS Holland N.V. and supplier will discuss the issues and possible solutions. If the plan is approved, the supplier will be given a set period of time to resolve the areas of concern. If the issue is not resolved, this could result in termination of the business relationship.