

alsadara Guide for Suppliers, Contractors and Vendors

A Message from alsadara

alsadara Company is committed to unwavering integrity and high standards of business conduct in all that we do, particularly in our interactions with alsadara suppliers, contractors, consortium partners, and consultants (collectively "Suppliers").

Suppliers are responsible for ensuring that they and their employees, workers, representatives, subcontractors, and suppliers adhere to the standards of conduct outlined in this Guide and other contractual obligations to alsadara. If you have any questions regarding this Guide, please contact your alsadara manager or any alsadara Compliance Resource.

Responsibilities of alsadara Suppliers

You, as a Supplier to alsadara, agree:

Fair Employment Practices:

- (i) abide by applicable wage and hour laws, recruitment and employment contract regulations.
- (ii) permit workers to freely choose whether to organize or join associations of their own choosing for collective bargaining purposes, as required by local law or regulation.
- (iii) ban discrimination, retribution, and harassment
- (iv) Pay for international hires' round-trip tickets home when their contracts have ended.
- (v) not charge recruitment fees to employees or utilize agencies that do
- (vi) not deploy deceptive or misleading recruitment tactics
- (vii) not keep or destroy the identity or immigration documents of a worker.
- (viii) give employees a copy of the company's employment policies in the employee's native tongue.

Environment, Health & Safety:

- (i) To follow all environmental, health, and safety (EHS) laws and regulations, as well as all EHS requirements set forth by alsadara for its contractors
- (ii) To ensure a healthy and safe working environment for employees
- (iii) to avoid making things worse for the neighborhood. Any lodgings offered or arranged must adhere to the safety regulations of the host country.

Human Rights

- (i) In all of your business dealings and alsadara-related endeavors, respect the human rights of your employees and other individuals.
- (ii) not hire anyone younger than sixteen (16) years old, or the minimum age in effect in their state.
- (iii) never to use slave labor, indentured labor, or labor obtained via any other means of physical, sexual, or psychological coercion or compulsion, or to engage in or aid trafficking in persons.
- (iv) to implement procedures and regulations to guarantee that all metals used in production are obtained in a responsible manner and

Working with Governments, Improper Payments and Dealings with alsadara Employees and Representatives:

- (i) To keep and enforce a policy that forbids bribery of government officials and other violations of law in business dealings.
- (ii) in connection with any alsadara procurement, transaction, or business activity, not to provide or distribute, directly or indirectly, any cash, bribes, gifts, entertainment, or kickbacks, including offers of employment, or participation in a contest, game, or promotion, and
- (iii) to provide supporting data to alsadara when requested.

Competition Law:

With respect to any potential, ongoing, or completed alsadara procurement, you agree not to disclose, disclose in confidence, or otherwise share with any third party any pricing, cost, or other competitive information.

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Intellectual Property:

The Parties agree to respect any patents, trademarks, and copyrights belonging to alsadara and any third parties.

Security and Privacy:

- (i) To protect the personal information of alsadara workers, customers, and vendors ("alsadara Data") and to comply with applicable data protection and privacy laws.
- (ii) to put in place and keep up-to-date appropriate physical, organizational, and technological safeguards, so that alsadara Data is protected from accidental, unauthorized, or unlawful destruction, alteration, modification, loss, or misuse, and from unauthorized or unlawful processing.
- (iii) Prevent the misuse of Supplier's activities and facilities by criminals and terrorist organizations.

How to Raise a Question or Concern

Each alsadara Supplier is obligated, subject to local laws and any legal constraints applicable to such reporting, to notify alsadara without undue delay upon becoming aware of any issue connected to this Guide impacting alsadara, whether or not the problem affects the Supplier.

- I. Define your question/concern:
- II. Who or what is the concern?
- III. When did it arise?
- IV. What are the relevant facts?
- V. Prompt reporting is crucial — a question or concern may be raised by a alsadara Supplier as follows:
 - By discussing with a cognizant alsadara Manager; OR
 - By emailing info@alsadaraco.com

PLEASE ACKNOWLEDGE, SIGN AND STAMP THIS DOCUMENT AND RESEND TO alsadara TEAM.