

MINDS SUPPLIER CODE OF CONDUCT

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Overview

MINDS Supplier Code of Conduct sets out the minimum requirements for our suppliers to operate responsibly. MINDS expects our suppliers to comply with all applicable laws and regulations in Singapore. In the event of conflict between the Supplier Code of Conduct, and any law, our suppliers shall, ensure that the higher standard is followed.

This Supplier Code of Conduct outlines our requirements regarding:

- Labour and Human rights
- Business Integrity
- Health and Safety
- Environmental Management and Sustainability

MINDS expects the Supplier to implement policies, procedures and training, as deemed necessary by the Supplier, to comply with this Supplier Code of Conduct.

In the event of serious violations or continued non-compliance may lead to MINDS ceasing relationships with the supplier and which may include the cancellation, termination or non-renewal of contracts.

The supplier may be subjected to debarment to participate in all tender or quotations or any business dealings and added under MINDS supplier blacklist for indefinite period until the supplier can prove beyond reasonable doubt that it has taken improvement or corrective measures and set in place procedures to adhere to MINDS requirement.

Labour and Human Rights

MINDS respects labour and human rights, and we expect our workplaces to be free from discrimination, harassment, and bullying.

- Adhere to Singapore employment laws ensuring that their operations are free from the exploitation of child labour and not support any form of modern slavery either directly or indirectly.
- Provide places of work free of any form of harassment, violence, discrimination, and promote diversity.
- Provide a clean, hygienic and safe work place for its employees.
- Ensures employees are timely paid at least the minimum wage required by Singapore law, or prevailing wage, whichever is higher, and provided legally mandated benefits, including holidays and leaves, and statutory severance when employment ends.



Business Integrity

MINDS seeks to comply with all applicable laws and regulations and we understand that this is essential for our success in providing holistic services to our clients. Our approach is to operate with the highest standards of ethical business conduct.

We expect our suppliers to fully abide by all applicable anti-corruption, anti-bribery, anti-money laundering, countering the financing of terrorism and anti-trust [competition].

Suppliers are expected to:

- Have a zero-tolerance approach to bribery, money laundering, financing of terrorism and corruption including prompt reporting of any case in their dealings with MINDS.
- Avoid and seek to eliminate any facilitation payments.
- Declare any potential or actual conflict of interest in their dealings with MINDS.
- Avoid and seek to eliminate the offer of any Gifts, Hospitality, Inducements and Rewards or consideration of any kind in relation to obtaining the contract with MINDS.

- Comply with all applicable Singapore laws regarding anti-trust or competition which includes the Competition Act 2004.
- To protect MINDS's reputation and any information or property entrusted to them. We expect our suppliers to protect any of our confidential information to which they have access, including intellectual property or financial information.
- Comply with to data privacy laws and all contractual obligations relating to confidentiality and information security.



Health and Safety

Our suppliers must adhere to all relevant health and safety laws and regulations. We expect our suppliers to implement sufficient control mechanisms, in particular taking care to:

- Provide basic personal protective equipment appropriate to the type of work.
- Establish a robust safety focused risk assessment procedure for high risk work environments.
- Conduct investigations for all health and safety incidents.
- Provide routine health and safety training for all relevant employees.
- Ensures building and load bearing structures are constructed according to Singapore law, certified civil or structural engineering construction approvals.
- Comply with the statutory fire safety requirement

Environmental Management and Sustainability

Our suppliers must adhere to all Singapore environmental laws and regulations with adequate level of environmental awareness including but not limited to the following:

- Properly segregates, manages, transports, and disposes of all solid and hazardous waste in compliance with all Singapore law and regulations.
- Measures and continuously strives to minimize waste generation.
- Promotes water reduction and efficiency in operations.
- We encourage our suppliers to move away from non-renewable energy sources when feasible and economically viable.

In the event that you suspect any of our suppliers have violated MINDS Supplier Code of Conduct, please contact us at the following:

MINDSG LTD (MINDS Headquarters)

Phone 6479 5655

Email Procurement@minds.org.sg

Address 800 Margaret Drive, Singapore 149310

For any report received, MINDS will review the validity of the report based on evidence provided. MINDS reserves the right on the action to be taken upon reviewing the supporting evidence.