



## Integrity Guide for Suppliers, Contractors and Consultants

### ***A Message from Flow Safe***

Flow-Safe, Inc. ("Flow Safe") is committed to unyielding integrity and high standards of business conduct in everything we do, especially in our dealings with Flow Safe suppliers, contractors, consortium partners and consultants (collectively "Suppliers"). Flow Safe bases its Supplier relationships on lawful, efficient and fair practices, and Suppliers must adhere to applicable legal and regulatory requirements in their business relationships as set out in this Flow Safe Integrity Guide for Suppliers, Contractors and Consultants (the "Guide") in connection with their activities for Flow Safe.

Suppliers are responsible to ensure that they and their employees, workers, representatives, suppliers and subcontractors comply with the standards of conduct set out in this Guide and in other contractual obligations to Flow Safe. Please contact the Flow Safe manager you work with if you have any questions about this Guide or the standards of business conduct that all Flow Safe Suppliers must meet.

### ***Responsibilities of Flow Safe Suppliers***

*You, as a Supplier to Flow Safe, agree:*

**Fair Employment Practices:** To (i) observe applicable laws and regulations governing wages and hours, recruitment and employment contracts; (ii) allow workers to choose freely whether to organize or join associations of their own choosing for the purpose of collective bargaining as provided by local law or regulation; (iii) prohibit discrimination, harassment and retaliation; (iv) upon end of employment, reimburse return transportation costs for workers recruited from outside the country; (v) not charge workers recruitment fees or utilize firms charging workers such fees; (vi) not utilize fraudulent or misleading recruitment practices; (vii) not hold or destroy a worker's identity or immigration documents; and (viii) provide workers with terms and conditions of employment in a language the worker understands.

**Environment, Health & Safety :** (i) To comply with applicable environmental, health and safety ("EHS") laws and regulations and Flow Safe's contractor EHS requirements; (ii) to provide workers a safe and healthy workplace; and (iii) not to adversely affect the local community. If housing is provided or arranged, it must meet host country safety standards.

**Human Rights:** (i) To respect human rights of your employees and others in your business operations and your activities for Flow Safe; (ii) not to employ workers younger than sixteen (16) years of age or below the applicable minimum age, whichever is higher; (iii) not to use forced, prison or indentured labor, or workers subject to any form of physical, sexual or psychological compulsion, exploitation or coercion, or to engage in or abet trafficking in persons; (iv) to adopt policies and establish systems to procure tantalum, tin, tungsten, and gold from sources that have been verified as conflict free; and (v) to provide supporting data on your supply chain for tantalum, tin, tungsten, and gold to Flow Safe when requested, on a platform to be designated by Flow Safe.

**Working with Governments, Improper Payments and Dealings with Flow Safe Employees and Representatives:** (i) To maintain and enforce a policy requiring adherence to lawful business practices, including a prohibition against bribery of government officials, (ii) not to offer or provide, directly or indirectly, anything of value, including cash, bribes, gifts, entertainment or kickbacks, including offers of employment, or participation in a contest, game or promotion, to any Flow Safe employee, representative or Flow Safe customer or to any government official in connection with any Flow Safe procurement, transaction or business dealing, and (iii) to provide supporting data to Flow Safe when requested.



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**Competition Law:** Not to share or exchange any price, cost or other competitive information or engage in any collusive conduct with any third party with respect to any proposed, pending or current Flow Safe procurement.

**Intellectual Property:** To respect the intellectual and other property rights of Flow Safe and of third parties, including all patents, trademarks and copyrights.

**Security and Privacy:** (i) To respect privacy rights and secure the data of Flow Safe employees, customers, and suppliers (collectively, "Flow Safe Data"); (ii) to implement and maintain physical, organizational and technical measures to ensure the security and confidentiality of Flow Safe Data in order to prevent accidental, unauthorized or unlawful destruction, alteration, modification or loss of Flow Safe Data, misuse of Flow Safe Data, or unlawful processing of Flow Safe Data; and (iii) protect Supplier operations and facilities against exploitation by criminal or terrorist individuals and organizations.

**Trade Controls & Customs Matters:** (i) Not to transfer Flow Safe technical information to any third party without the express, written permission of Flow Safe; (ii) to comply with all applicable trade control laws and regulations in the import, export, re-export or transfer of goods, services, software, technology or technical data including any restrictions on access or use by unauthorized persons or entities; and (iii) to be cognizant of US Antiboycott laws, regulations and guidelines and not to take any action or inaction that could expose Flow Safe to liability or penalties under U.S. Antiboycott laws.

**Management Accountability and Responsibility:** To adopt or establish a management system that (i) is consistent with this Guide and applicable laws and regulations; (ii) includes processes to identify and control EHS, business ethics, labor, human rights and legal compliance risks associated with your operations; and (iii) requires periodic self-assessments of your operations and audits of your supply chain to ensure compliance with this Guide.

**Controllership:** To ensure that all invoices and any customs or similar documentation submitted to Flow Safe or governmental authorities or audited by third parties in connection with transactions involving Flow Safe accurately describe the goods and services provided or delivered and the price thereof and ensure that all documents, communications and accounting are accurate and honest.

### ***How to Raise a Question or Concern***

Subject to local laws and any legal restrictions applicable to such reporting, each Flow Safe Supplier is expected to inform Flow Safe promptly of any concern related to this Guide affecting Flow Safe, whether or not the concern involves the Supplier, as soon as the Supplier has knowledge of such an occurrence. Flow Safe Suppliers also must take such steps as Flow Safe may reasonably request to assist Flow Safe in the investigation of any such occurrence involving Flow Safe and the Supplier. If Supplier's work is related to a U.S. government contract, Supplier must notify Flow Safe of any alleged non-conformance with this Supplier Integrity Guide.

**Define your question/concern:** Who or what is the concern? When did it arise? What are the relevant facts?

**Prompt reporting is crucial** — a question or concern may be raised by a Flow Safe Supplier as follows:

- By discussing with a cognizant Flow Safe Manager; OR
- By contacting any Compliance Resource (e.g., Flow Safe compliance team member, legal counsel or auditor).

***Flow Safe Policy forbids retaliation against any person reporting such a concern.***



## Integrity Guide for Suppliers, Contractors and Consultants

We acknowledge receipt of the Flow Safe Integrity Guide for Suppliers, Contractors and Consultants.

Company name (print): \_\_\_\_\_

Name (print) : \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_