

# SUPPLIER CODE OF CONDUCT



**AEVI IS COMMITTED TO THE HIGHEST ETHICAL, SOCIAL AND ENVIRONMENTAL PRINCIPLES LAID OUT IN THIS SUPPLIER CODE OF CONDUCT (“CODE”). ALL SUPPLIERS OF AEVI AND THEIR OWN SUPPLIERS (EACH A “SUPPLIER”) MUST SHARE THIS COMMITMENT.**

**Suppliers are expected to comply with all applicable laws, including applicable anti-corruption laws, around the world; promote diversity and good corporate citizenship; meet and exceed environment, health and safety standards; respect human rights; support a sustainable and transparent supply chain, including responsible mineral sourcing practices; and utilize management systems and processes necessary to enable compliance with this Code. Failure by Supplier to comply with this Code may jeopardize Supplier’s business relationship with AEVI, up to and including termination.**

## LABOR & HUMAN RIGHTS

- Supplier must treat its employees, partners and workers with dignity and respect.
- Supplier must not engage in human trafficking, slavery, child labor or any other form of involuntary labor.
- Supplier must not allow or engage in unlawful discrimination or harassment in the workplace. AEVI does not tolerate conduct that might harass, disrupt or interfere with another person's ability to work.
- Supplier’s employees, partners and workers must not possess, use, distribute or sell drugs on AEVI property or perform their work under the influence of alcohol or drugs.

## ENVIRONMENT, HEALTH & SAFETY

- Supplier must conduct operations with an objective of reducing waste, preventing pollution, promoting recycling and conserving resources.
- Supplier must provide safe and healthy working conditions to all employees, partners and workers, including emergency preparedness, industrial hygiene and machine safeguarding, among other things.
- Supplier must comply with all applicable environment, health and safety laws.

## CONFLICT MINERALS

- Conflict minerals are defined as columbite—tantalite (tantalum ore), cassiterite (tin ore), gold, wolframite (tungsten ore) or their derivatives (tantalum, tin, tungsten and gold).

- AEVI's objective is to eliminate conflict minerals from its supply chain that directly or indirectly finance or benefit armed groups in the Democratic Republic of the Congo or an adjoining country. AEVI expects Supplier to share this objective.
- AEVI conducts due diligence on its supply chain to enhance transparency and identify the country and smelter or refiner of origin of the conflict minerals that may be used in its products. Supplier must participate in AEVI’s due diligence processes and provide complete and accurate information when requested. Supplier must perform similar due diligence on its own supply chain.

## ANTI-CORRUPTION

- Supplier is prohibited from directly or indirectly paying anything of value to any person, entity, government official, government agency or other third party in order to:
  - Obtain or retain business or to improperly influence any act or decision; or
  - Gain an improper business advantage.
- Supplier must avoid corrupt practices and follow all applicable anti-corruption laws, including, but not limited to, the U.S. Foreign Corrupt Practices Act (“FCPA”).
- Supplier must ensure that all invoices and other financial statements provided to AEVI are accurate and transparent; Supplier may not mischaracterize, falsify, attempt to hide or obscure, or otherwise disguise any transactions or requests for payment.

## CONFLICTS OF INTEREST

- A conflict of interest arises when personal interests or activities conflict with, or appear to conflict with, the best interests of AEVI or the Supplier as organizations.
- Supplier must disclose to AEVI any apparent or actual conflicts of interest regarding its relationship with AEVI. If AEVI management approves an apparent or actual conflict, the approval decision must be documented.

## GIFTS & ENTERTAINMENT

- On an infrequent basis, AEVI employees may accept token gifts, modest entertainment or other business courtesies, but only if there is a legitimate business purpose.
- The following situations do not have a legitimate business purpose and are expressly prohibited:
  - Giving a gift, entertainment or preferred treatment with the intention of trying to influence the decision-making objectivity of a AEVI employee, partner or worker;
  - Offering a gift, entertainment or preferred treatment while involved in a current purchasing or contracting decision process with AEVI (e.g., RFI, RFQ, RFP, RFS);
  - A gift in the form of cash, including gift cards or certificates;
  - Offering extravagant or lavish recreational outings, travel or lodging.
- AEVI employees are not permitted to solicit gifts, entertainment or other gratuities from Supplier.
- Supplier must not offer an opportunity to purchase products, services or a financial interest to any AEVI employee under terms not available to all AEVI employees.
- Suppliers may not provide gifts, entertainment or travel on behalf of AEVI in connection with obtaining or retaining business for AEVI.

## DATA PRIVACY

- Supplier must comply with applicable data privacy laws and regulations when processing personal information of anyone they do business with, including suppliers, customers, consumers and employees.
- In particular, Supplier must only process the minimum amount of personal data necessary to perform its obligations to AEVI and only for the purposes set out in its agreement with AEVI. Supplier must keep personal data confidential and secure at all times.

## ACCURACY OF BUSINESS RECORDS

- Supplier is required to maintain accurate books and records that reflect actual and legitimate transactions and payments. The creation of falsified, inaccurate, incomplete or misleading documents is strictly prohibited.
- All financial books and records must conform to generally accepted accounting principles.
- Records must be legible and transparent.

## COMPETITION, IP & CONFIDENTIAL INFORMATION

- Supplier must comply with all applicable laws regarding fair competition and antitrust.
- Exchanges of confidential information must be pursuant to a written and executed confidentiality agreement between AEVI and Supplier. Any exchange of confidential information must be for the limited purpose of fulfilling contractual performance requirements.
  - Supplier must not share or disclose AEVI's intellectual property, confidential information or any other proprietary information that Supplier acquires with any third party (including information developed by Supplier and information relating to products, customers, pricing, costs, know how, strategies, programs, processes and practices).
  - Supplier must not disclose material, non-public information or trade in AEVI securities based on material, non-public information.

## TRADE, IMPORT & EXPORT

- Supplier must comply with the letter and spirit of all applicable import, export, customs, sanctions, embargoes, boycott and other trade compliance laws.

## MANAGEMENT SYSTEMS

- Supplier must maintain management systems and processes necessary to enable compliance with applicable laws and all elements of this Code, including training, monitoring, record keeping and reporting.

## AEVI RESOURCES

- Supplier may contact its AEVI/ Diebold Nixdorf sourcing manager, Diebold Nixdorf's ethics and compliance team ([compliance@dieboldnixdorf.com](mailto:compliance@dieboldnixdorf.com)) or the Diebold Nixdorf EthicsPoint hotline (<https://secure.ethicspoint.com/domain/media/en/gui/2013/index.html>) for guidance or to report a potential violation of this Code.

AEVI International GmbH  
Heinz-Nixdorf-Ring 1  
33106 Paderborn  
Germany  
Phone: +49 5251 / 693 3630

[www.aevi.com](http://www.aevi.com)