

Unit4 Business Partner Code of Conduct

1 General

Unit4 is a leading provider of enterprise applications empowering people in service organizations. With a focus on making our software self-driving and easy to use, our business solutions are designed to work for people, not against them. We are 'in business for people'. This is not only our promise to our customers, partners and suppliers, but also our commitment to our employees and the communities around us.

Unit4 strives for excellence, and will work diligently to take measures to [minimize our environmental impact](#), to [conduct business to the highest ethical standards](#), to support our colleagues the world over and to bring value to the societies in which we reside.

Unit4 expects all its partners/suppliers/subcontractors to adhere to the principles set out in this Business Partner Code of Conduct. Failure by suppliers/subcontractors to do so or to effectively marshal the resources required to achieve such adherence, can result in their exclusion from Unit4's preferred suppliers/subcontractors list or re-evaluation of their Unit4 partner status.

2 Ethics: Policy and Principles

2.1 Loyalty

Unit4's contractual relationships with its partners, suppliers and subcontractors are important elements of the company's success. Supplier, vendor selection and purchasing decisions must be made objectively. The objective is to create a long-term partnership based on trust between Unit4 and its partners, suppliers and subcontractors.

2.2 Independence, bribery and corruption

2.2.1 Corruption

Unit4 will not tolerate any form of fraud, non-independence, bribery or corruption.

2.2.2 Conflict of Interest

Partners, suppliers and subcontractors of Unit4 are expected to disclose to Unit4 any situation that may appear as a conflict of interest.

2.2.3 Bribery

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. It is not restricted to monetary transactions.

Under the applicable bribery legislation, e.g. the Bribery Act 2010 in the United Kingdom, normal and appropriate hospitality given and received to or from third parties is not prohibited.

The giving or receipt of gifts or hospitality is acceptable, if the following requirements are met:

- it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favors or benefits;
- it complies with local law;
- it does not include cash or a cash equivalent (such as gift certificates or vouchers) and does not exceed a value of EUR 50,00;
- taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time; and
- it is recorded and given openly, not secretly.

2.3 Labor Conditions

The partner/supplier/subcontractor must refer to and abide by all recommendations issued by the International Labor Organization.

As a result, the partner/supplier/subcontractor will ensure that its business does not use (directly or indirectly) or encourage:

2.3.1 Forced Labor

Unit4 partners/suppliers/subcontractors will not use forced or involuntary labor of any type (e.g., forced, bonded, indentured or involuntary prison labor); employment is voluntary.

2.3.2 Modern slavery and human trafficking

Unit4 is committed to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure that rights of individuals are observed. Through careful observance of our internal policies and processes, we are committed to ensuring that there is no modern slavery or human trafficking taking place in any part of our business.

Further, through effective due diligence and observing good practice when selecting our suppliers, we are committed to ensuring that to the best of our knowledge and belief there is no modern slavery or human trafficking taking place in any part of our supply chains.

2.3.3 Employment of children

Unit4 partners/suppliers/subcontractors will not use child labor. The term “child” refers to any person employed under the age of 15 (or 14 where the law of the country permits), or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Unit4 supports the use of legitimate workplace apprenticeship programs which comply with all laws and regulations applicable to such apprenticeship programs.

2.3.4 Discrimination

Unit4 partners/suppliers/subcontractors will not discriminate in hiring and employment practices on grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, disability, handicap or any other distinctive features.

2.3.5 Psychological or physical coercion

Unit4 partners/suppliers/subcontractors will treat all employees with respect and will not use corporal punishment, threats of violence or other forms of physical coercion or harassment.

Moreover, the supplier/subcontractor will ensure compliance with all labor regulations, in particular with respect to:

- **Wages and benefits**

Unit4's partners/suppliers/subcontractors will, at a minimum, comply with all applicable wages; overtime hours; piece rates and other elements of compensation, and provide legally mandated benefits.

- **Working Hours (statutory direction)**

Unit4's partners/suppliers/subcontractors will not exceed prevailing local work hours and will appropriately compensate overtime.

2.4 Product and Service Quality

The partner/supplier/subcontractor shall ensure its products are made in such a way as to limit any social or environmental impact. The partner/supplier/subcontractor will incorporate sustainable considerations at all stages of the product lifecycle: design, manufacture, packaging, transport.

Whenever possible, the partner/supplier/subcontractor will integrate sustainable innovations in the product manufacturing, when they contribute to using less energy or natural resources, or generating less waste or offering better recycling opportunities.

2.5 Protection of the environment

The partner/supplier/subcontractor will ensure that its business operations have no damaging impact on the environment or will provide visible efforts to limit or alternatively to reduce them. The supplier/subcontractor must be compliant with all local and international environmental standards and regulations.

The partner/supplier/subcontractor will promote and apply a policy to curb any excessive use of raw materials, energy and natural resources.

The partner/supplier/subcontractor will implement a policy to protect natural resources. To this end, the organization will adopt the best solutions in running its business operations (higher performance, lower impact) and manage the waste it generates.

The partner/supplier/subcontractor will avoid using or incorporating anything that is harmful (for the environment, a manufacturer's employees or final users) in its manufacturing processes.

In an effort to contribute to environmental protection, the supplier/subcontractor will:

- Encourage the innovation and development of more environmentally friendly technologies.
- Incorporate recycling processes in its own supply chain.
- Deploy an appropriate transport logistics policy (packaging, storage, etc.).
- The partner/supplier/subcontractor will inform their customers of the best way to use their products to extend the product lifecycle.

- The partner/supplier/subcontractor will contribute to the promotion of sustainable awareness and practices within its own stakeholder's activities.

2.6 Information Transparency

As a result, the partner/supplier/subcontractor:

- Agrees to provide free access to its facilities (e.g., manufacturing, logistics, etc.) to Unit4 staff for inspection purposes.
- May be asked to provide all documentation (e.g. statistics, accounts, annual reports, Terms & Conditions, Charters and Policies etc.) in order to satisfy this objective. The information can be provided by the partner/supplier/subcontractor and, if needed, by its subcontractors. Unit4 expects total transparency from the partner/supplier/subcontractor.

For its part, Unit4 agrees to communicate to the partner/supplier/subcontractor the results of any investigation.

2.7 Regulation

The partner/supplier/subcontractor must be compliant with all social and environmental standards and regulations applicable in its industry.

Depending on its performance, the partner/supplier/subcontractor may be asked to formulate an action plan to improve its social or/and environmental performance.

2.8 Communication and Information

The partner/supplier/subcontractor must ensure that its employees are aware of sustainability issues and are educated about the social and environment risks and impacts associated with their daily business practices.

Partners/suppliers/subcontractors must make the Unit4 Business Partner Code of Conduct and other relevant information available to employees in the native language(s) of the employees and supervisors.

As a result, the partner/supplier/subcontractor must implement on a regular basis a communication program to mobilize and educate its stakeholders (e.g. training sessions, a newsletter, etc.)

2.9 Monitoring/Record Keeping

Partners/suppliers/subcontractors must maintain documentation necessary to demonstrate compliance with this Unit4 Business Partner Code of Conduct and must provide Unit4 with access to that documentation upon Unit4's request.

Further information on Unit4 Terms & Conditions
can be found on our website: www.unit4.com/terms-and-conditions

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