

GLORY

# Supplier Code of Conduct



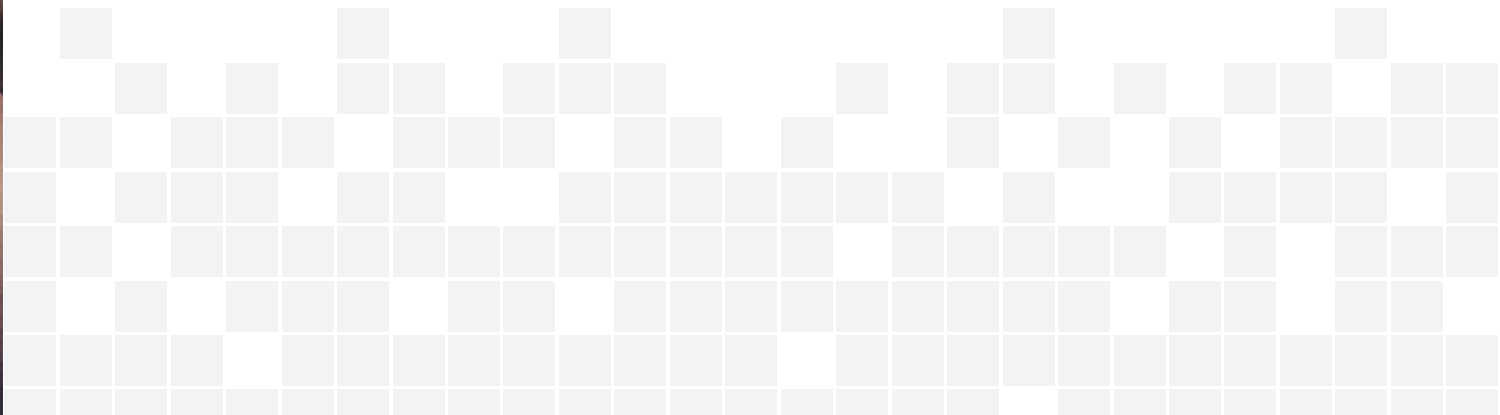




# OUR COMMITMENTS

**Glory understands that ethical, social and environmental conduct only works when both (or all) parties in a supply chain work together to uphold, support and maintain high standards to meet applicable legal and regulatory requirements. At Glory we understand that mutual support and recognition lead to a better corporate citizen and we fully support Suppliers who 'do the right thing'.**

As a valued supplier to the Glory group we have entrusted you to uphold our reputation and expect honesty and integrity to be at the heart of everything you do. This commitment is mutual and at Glory we are proud of our outstanding heritage and the valued support provided by our business partners.



# PURPOSE AND SCOPE

**Glory is committed to the highest standards of ethical, social and environmental responsibility and conduct consistent with this Supplier Code of Conduct (the “Code”). Glory requires each and every supplier of Glory, including their own suppliers, to share our commitment to maintain the high standards for which Glory has become known.**

Glory suppliers are required to comply with all applicable local and international laws to promote diversity, provide safe working conditions, treat their workers with dignity and respect, to act fairly and ethically, and to meet and exceed environmental and health & safety standards, to engage in responsible practices and to maintain a legally transparent supply chain wherever and whenever they make or supply products to, or perform services for, Glory.

This Code is not intended to create new or additional rights, or any additional Glory obligations in favour of a Supplier, its personnel, or any third parties. It supplements, but does not supersede, any contract between Glory and our Suppliers and ensures an ethical and legally compliant supply chain which not only meets but exceeds international standards.

Failure by a Supplier to comply with this Code may put at risk Glory’s relationship with that Supplier if there are reasonable grounds to suspect that a Supplier’ business operations or supply chains do not comply with this Code. Failure to comply may result in sanctions up to and including termination of the relationship with Glory.

As used in this Code, “Supplier” refers to any entity providing products, people or services to Glory, including that entity’s subcontractors and agents.



# BUSINESS CONDUCT PRINCIPLES

## **All Suppliers must comply with the following Business Conduct Principles:**

### **GENERAL**

Suppliers must comply with the laws, rules and regulations of the jurisdictions in which they operate or where they provide services to Glory.

### **ETHICS AND STANDARDS OF CONDUCT**

Suppliers must conduct business with integrity, honesty and transparency and uphold the highest standards of ethics and behaviour, including:

#### **Business Integrity**

- Glory is committed to conducting business legally and ethically within the framework of a free enterprise system. All forms of illegal or inappropriate activity, including, but not limited to, corruption, misrepresentation, extortion, embezzlement or bribery, are strictly prohibited. Glory maintains a zero tolerance approach to bribery and corruption.
- Suppliers must maintain accurate financial books and business records in accordance with all applicable legal and regulatory requirements and accepted accounting practices.

### **Competition, Advertising and Marketing**

- Suppliers must uphold fair business standards in advertising, sales and free competition. If a Supplier, with Glory's prior written approval, engages in any advertising, marketing or promotional activities that reference or implicate Glory, its name, logo, products or services in any manner, such materials must be truthful and accurate, with clear and conspicuous disclosure of material terms and limitations of advertised offers.

### **Alcohol and Drugs**

- Suppliers must not engage in any work for or on behalf of Glory, or in any fashion represent, or make any representations on behalf of Glory, while under the influence of alcohol or other substances that may impair the ability to work safely. In addition, Suppliers may not possess illegal drugs or controlled substances (other than appropriately prescribed drugs) while on Glory's premises or while conducting business with or for Glory.



## Glory Property, Funds and Information

- Suppliers must use all Glory property, including but not limited to equipment, funds, documents, electronic and written information and communications systems, with care and adherence to acceptable standards and Glory's rules and procedures. Suppliers are required to report any suspected or actual misuse, theft, vulnerability, improper exploitation, or sabotage of Glory property.

## International Business

- Glory conducts business around the world in compliance with applicable laws and regulations and in a manner that fosters Glory's good reputation. Suppliers must (a) transfer Glory products, services, equipment, information or knowledge across borders in a lawful manner with due regard to relevant import, export, customs, trade and financial sanctions, boycotts, embargoes and other trade compliance laws, (b) only make proper and permissible payments to parties involved in the transportation of goods; and (c) only exchange business courtesies in accordance with local law and regulation.

## Gifts and Hospitality

- Glory understands that many cultures provide small gifts and tokens of hospitality and other business courtesies from time to time. Glory staff may accept an infrequent gift or offer of hospitality provided it is reasonable and proportionate in the circumstances. Please note that Glory staff may not accept any gift or hospitality where: (a) there is an intention to influence staff's decision making ability; (b) the Supplier and Glory are participating on a tender, RFP, RFI or similar; (c) the gift involves cash or cash equivalents (i.e. vouchers, gift cards or tokens); or (d) the gifts or hospitality may be seen as lavish, extravagant or unjustified with no clear business purpose.

## Data Protection

- Suppliers must at all times have due regard and be in compliance with local laws and regulations governing data protection and confidentiality when processing and working with personal information of those with whom they do business. Suppliers are expected to keep personal data confidential at all times.



# BUSINESS CONDUCT

## PRINCIPLES [continued]

### EMPLOYMENT

**Glory views it as a business imperative to uphold the human rights of workers by treating them with dignity and respect and we expect the same commitment from Suppliers. Accordingly, all participants in Glory's supply chain are expected to adhere to the following labour standards:**



#### No Child Labour

- Suppliers must not use child labour. The term “child” refers to any person under the age of 14, or under the applicable minimum age for completion of compulsory education, or under the minimum age for employment in any particular country, whichever is the highest. Suppliers must take steps to ensure that no child labour is used in any part of their supply chain.

#### No slavery or human trafficking

- Suppliers must not use forced labour of any type. Employment decisions will be based on free choice and there may be no coerced or prison labour or passport confiscation, and no use of physical punishment or threats of violence or other forms of physical, sexual, psychological or verbal abuse as a method of discipline or control. Suppliers must take steps to ensure that no forced labour or slavery is used in any part of their supply chain. Suppliers must ensure that it has no involvement with any form of human trafficking.

#### Freedom of Association and Collective Bargaining

- Suppliers must comply with applicable laws and regulations governing the legal rights of their employees to join or not to join worker organisations, including trade unions, and the right to collectively bargain, if they choose to be represented.

#### Non discrimination

- Glory embraces diversity and equal opportunity as fundamental principles and key components of its corporate strategy. Suppliers must not engage in discrimination on any basis prohibited by law. Suppliers must maintain a culture where harassment, including unwelcome verbal, visual, physical, or other conduct of any kind that creates an intimidating, offensive or hostile work environment is not tolerated. Employment decisions must be based on qualifications, skills, performance, and experience.

#### Working Hours and Wages

- Compensation paid to workers must comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits.



## HEALTH AND SAFETY

**Suppliers must conform to all applicable health and safety laws and regulations, as well as applicable industry codes. Suppliers should have a program or mechanism(s) to enforce and monitor compliance with health and safety requirements. These programs or mechanisms should include at least the following elements:**



### Occupational Safety

- Suppliers must be committed to the safety and health of their employees, and are to ensure that required training and applicable certifications of Supplier personnel have been completed prior to that individual initiating any work activity.
- Suppliers must have or subscribe to a written health and safety program. Suppliers are responsible for assuring that all workers are provided with a safe place to work and are qualified to perform their work functions safely.
- Each Supplier is responsible for controlling and addressing worker exposure to potential hazards by utilising suitable means e.g. design, engineering and administrative controls, preventative maintenance, training, work procedures and proper protective equipment.

### Occupational Injury and Illness

- Suppliers must have procedures and systems to manage, track and report: (i) occupational injuries and illnesses; (ii) exposure of workers to chemical, biological and physical agents; and (iii) violations and fines from any local regulatory agency. Such procedures and systems must implement all applicable laws and regulations, and include provisions to: (a) encourage worker reporting; (b) classify and record injury and illness cases; and (c) investigate cases and implement corrective actions.

# BUSINESS CONDUCT

## PRINCIPLES [continued]

### ENVIRONMENTAL

Glory considers environmental responsibility integral to delivering world class services and solutions that create shareholder and community value. In meeting this responsibility, Glory looks beyond compliance with environmental laws by integrating environmental stewardship into its Supplier relationships. Glory expects Suppliers to demonstrate a commitment to responsible environmental stewardship, including:



#### Compliance with all Environmental Laws

- Suppliers must comply with all applicable environmental laws and requirements, including those relating to: (a) obtaining and adhering to permits and approvals for the conduct of regulated activities; (b) the management and disposal of hazardous materials; (c) releases of contaminants to the air, soil and water; (d) the use of pesticides; (e) the protection of natural resources, wildlife and wetlands; (vi) the prohibition or restriction of specific substances; and (f) the recycling of materials and environmental claims.

#### Pollution Prevention and Resource Reduction

- Suppliers must strive to eliminate or reduce waste of all types, including waste of water and energy. Reductions can be achieved by Suppliers using various means, such as modifying their production, maintenance or facility processes, practicing materials substitution and recycling and conserving their materials.

#### Environmental Consideration in Business Decision-making

- Suppliers are to work with their own sub-suppliers to assess and address environmental and sustainability issues within their supply chains.

#### Assessment and Improvement of Environmental Practices

- Suppliers are to implement environmental management systems and focus on continuously monitoring and improving their environmental performance.



## CONFLICT MINERALS

Glory is committed to ensuring that our products are responsibly manufactured by Suppliers. Suppliers are expected to ensure that products supplied to Glory do not contain metals derived from “conflict minerals” – tin, tantalum (tantalite), tungsten (wolframite) and gold, or their derivatives – that directly or indirectly finance or benefit armed groups in the Democratic Republic of the Congo (or any adjoining country). Glory reserves the right to conduct due diligence on all Suppliers to enhance transparency and ensure compliance. Suppliers must perform similar check on their own supply chain.

## COMMUNICATIONS

- Suppliers are requested to make the Code available to all relevant employees in the native language(s) of the employees and supervisors and are expected to disseminate the Business Conduct Principles throughout their own supply chain.
- Glory must be notified of any known or suspected breach of this Code or the Business Conduct Principles without delay by communication to the Supplier's contact within Glory.
- Each Supplier will provide any documentation which Glory reasonably requires to evidence that Supplier's compliance with this Code from time to time.





# BUSINESS CONDUCT PRINCIPLES [continued]

GLORY LTD., headquartered in Himeji, Japan, is a pioneer in the development and manufacture of money handling machines and systems. Glory provides a variety of products such as money handling machines, cash management systems, vending machines, automatic service equipment, and cash management solutions that are built on its leading-edge recognition/identification and mechatronics technology. Committed to meet society's wide-ranging needs, Glory serves the financial, retail, vending machine, amusement and gaming industries in over 100 countries around the world. Glory employs approximately 9,000 people worldwide.

For more information about Glory, please visit Glory's group website at [www.glory-global.com](http://www.glory-global.com)







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