



# **BUSINESS PARTNER CODE OF CONDUCT**

Guidelines



## **Business Partner Code of Conduct** - Global behavior

To achieve our mission, we are guided by our high standards on how we do business. We consider our Business Partners to play a key role in supporting our mission. To support our Business Partners in following Hydratech Industries' standards, we have developed our Business Partner Code of Conduct and these Guidelines.

Our Business Partner Code of Conduct outlines the minimum requirements that our Business Partners shall respect and comply with when conducting business with Hydratech Industries. We include these minimum requirements in our contracts with Business Partners. These Guidelines provide guidance for our Business Partners on our minimum requirements, and can be accessed on our website.

Hydratech Industries strives to have a positive impact on our surrounding communities, and we base our engagement on the UN Guiding Principles on Business and Human Rights. Hydratech Industries is committed to respecting the International Bill of Human Rights and the eight core conventions of the International Labour Organisation and is a signatory to the United Nations Global Compact and the World Economic Forum's Partnering Against Corruption Initiative. Our Business Partner Code of Conduct is based on these frameworks and it forms the foundation for how Hydratech Industries and our Business Partners work together and externally.

### **Scope:**

Hydratech Industries' Business Partner Code of Conduct and these Guidelines apply to all of our Business Partners<sup>1</sup> and extend to all activities and workers, including workers who are engaged informally, on short-term contracts or on a part-time basis. Business Partners are responsible for:

- Ensuring that they understand and comply with the Business Partner Code of Conduct. Use these Guidelines for further information;
- Avoiding causing, or contributing to, adverse impacts in their own operations, their supply chains and local communities; and
- Where appropriate, undertaking appropriate due diligence measures on their own business partners in order to maintain the standards outlined in the Business Partner Code of Conduct and these Guidelines.

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<sup>1</sup>) "Business Partner" can include supplier, contractor, agent, consultant or any other business partner acting for Hydratech Industries or on Hydratech Industries' behalf.

**Compliance and Continuous Improvement:**

Hydratech Industries expects our Business Partners to commit to continuous improvement in all areas listed in the Code of Conduct and in these Guidelines, regardless of whether they are signatories to international standards.

Hydratech Industries is committed to complying with all applicable national and local laws, rules and regulations, and our Business Partners must do the same. If there is a difference between the terms of the Code of Conduct and national laws or other applicable standards, Business Partners must adhere to the higher requirements.

Business Partners shall maintain appropriate records to demonstrate compliance with the requirements of the Code of Conduct. Records must be available to Hydratech Industries upon request.

It is in the best interests of Hydratech Industries and its Business Partners that breaches of the Code of Conduct are reported to the Hydratech Industries soon as possible and dealt with in a prompt and professional manner. If any inappropriate behaviour or practices are observed or suspected when dealing with a Hydratech Industries employee, we strongly encourage Business Partners to report this to our company management.

**Hydratech Industries' Approach:**

Our relationship with our Business Partners is based on a collaborative approach that encourages transparency and promotes open dialogue with Business Partners on compliance and ethics challenges. We encourage our Business Partners to incorporate the elements of the Code of Conduct into their own supply chains.

Hydratech Industries takes a risk-based approach with our Business Partners. Depending on the risk rating, we may conduct third party due diligence or audits of our Business Partners, request our Business Partners to conduct self-assessments or develop corrective action plans with our Business Partners.

In the event of non-compliance, Hydratech Industries will re-evaluate the relationship with the Business Partner. We will strive to work with the Business Partner and agree on a corrective action plan. Hydratech Industries reserves the right to terminate the business relationship with the Business Partner.

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# Business Partner Code of Conduct

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### HUMAN RIGHTS

Hydratech Industries is committed to respect all human rights, as stated in the International Bill of Human Rights and in the eight core conventions of the International Labour Organisation, supported by the UN Global Compact and operationalised by the UN Guiding Principles on Business and Human Rights. Our public commitment to respect human rights is also supported by our Human Rights Policy, which is signed by our CEO and is available on our website.

As part of our commitment to respect human rights and manage our impacts, we expect our Business Partners to respect human rights, our commitments and our standards. This expectation means that Business Partners should avoid infringing on the human rights of others and should address adverse human rights impacts with which they are involved, via either direct links or business relationships.

### FORCED LABOUR

Forced labour is any work or service that is exacted from a person under the menace of a penalty and for which that person has not offered himself or herself voluntarily. Forced labour can come in many different forms: for example, slavery, servitude, compulsory labour, coercive and deceptive recruitment, debt bondage, trafficking for labour or sexual exploitation.

#### Our Standard:

Hydratech Industries does not permit, under any circumstances, the use of forced labour in its business. In addition, we expect full compliance with all applicable legislation that sets requirements on supply chain management in this area.

#### Your Responsibility:

You must:

- Not participate in, or benefit from, the use of forced or compulsory labour or human trafficking in any form. All labour must be voluntary.
- Ensure that employees have freedom of movement during the course of their employment and are free to terminate their contracts at all times, provided they give reasonable notice.
- Not withhold wages, identity cards, travel documents or other important documents that could prohibit an employee from ending his or her employment.

- Not charge recruitment fees or require “deposits” from workers.
- Ensure that no employment fees or costs are charged, in whole or in part, to an employee.

### CHILD LABOUR

Child labour means employing children under the age at which compulsory schooling is completed or who are less than 15 years of age. (Or, in those developing countries covered by the ILO developing country exception, 14 years of age).

#### Our Standard:

Hydratech Industries does not permit, under any circumstances, the use of child labour in its business.

#### Your Responsibility:

You must:

- Not use child labour or benefit from the use of child labour in either your own operations or your supply chain.
- Not employ young persons under the age of 18 for hazardous work. Hazardous work is, by its nature or the circumstances in which it is carried out, likely to jeopardise the health, safety or morals of young persons.
- Verify new employees’ dates of birth via official identification and document this in personal files.



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### HEALTH & SAFETY IN THE WORKPLACE

#### Our Standard:

Hydratech Industries clearly describes the minimum Health Safety and Environment (HSE) requirements that our business partners must achieve when working on behalf of Hydratech Industries. These minimum HSE requirements (the 'HSE Requirements') are included in contracts with Business Partners and are covered by the:

- Global Minimum Contractor/Subcontractor HSE Requirements; and
- Hydratech Industries OHSE Manual.

#### Your Responsibility:

It is your responsibility to follow the HSE Requirements covered in the above-mentioned documents. The HSE Requirements scope covers both your direct and indirect employees. Hydratech Industries is committed to improving labour standards throughout its supply chain.

The HSE Requirements include:

- Providing a safe and healthy workplace. All employees must be given the mandatory health and safety training and the protective equipment necessary to perform their tasks safely. Such training and protective equipment must be provided at no cost to the employee.
- Taking best possible emergency preparedness measures, depending on the work activity, the location and circumstances.
- Providing suitable first-aid arrangements and resources for the particular circumstances in your workplace.
- Implementing a robust Safety Management System.
- Where onsite accommodation is provided, it must be suitable for the conditions and the environment and be safe, and the living conditions must comply with national laws, industry standards and any relevant collective bargaining agreements.
- Ensuring that the workplace is drug- and alcohol-free.

### WORKING HOURS, WAGES & BENEFITS

#### Our Standard:

Hydratech Industries will uphold applicable laws, industry standards and relevant collective agreements regarding working hours, wages and benefits, and we expect our business partners to do the same.

#### Your Responsibility:

You must:

- Comply with applicable national or local laws, industry standards and relevant collective agreements in the country where the work is carried out, on wages, working hours, breaks, public holidays, leave and compensation in the case of overtime.
  - Wages must, as a minimum, meet relevant national statutory minimum wages; where there is no statutory minimum, they must meet industry standards or collective bargaining agreements.
  - Working hours should meet the limits set by law and by any relevant collective agreements.
  - Workers are entitled to rest breaks in accordance with the law, as well as at least one day off following every consecutive six-day working period.
  - Social benefits must meet, as a minimum, national or local legal requirements; where there are no legal requirements, they must meet industry standards or collective agreements.
- Provide employees with an employment contract that is written, is understandable to the employee and is legally binding.



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### NON-DISCRIMINATION

Non-discrimination in employment means that employees are selected on the basis of their ability to do the job and that no distinction, exclusion or preference is made on other grounds. Such grounds can include race, colour, sex, religion, political opinion, national extraction, social origin, age, disability, HIV/AIDS status, trade union membership and sexual orientation. Discrimination can take many forms and can be either direct or indirect.

#### Our Standard:

Hydratech Industries' culture is a shared culture of inclusion and mutual trust: We are committed to treating all employees in a non-discriminatory manner and with dignity. We expect our Business Partners to do the same.

#### Your Responsibility:

You must:

- Not base recruitment, remuneration, access to training, promotion, benefits, discipline, dismissals and any other employment-related decisions on characteristics that are not related to the employees' merit or the inherent requirements of the job.
- Protect employees from harassment, whether it be direct or indirect, physical or psychological, or committed by their colleagues or by management, in both the work-place and in all residences and property you provide.
- Provide appropriate grievance procedures to address complaints, handle appeals and provide recourse when discrimination has been identified.

### FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING

Freedom of association means respect for the right of all employers and workers to freely and voluntarily establish and join groups for the promotion and defence of their occupational interests.

Collective bargaining refers to a voluntary process or activity through which employers and workers discuss and negotiate their relations, particularly terms and conditions of work.

#### Our Standard:

We support constructive dialogue with our employees and respect their right to freedom of association and collective bargaining. We expect our Business Partners to do the same.

#### Your Responsibility:

You must:

- Respect the right of all employees to form and join (or not join) a trade union, freely elect their own representatives and to bargain collectively. You must not interfere with or restrict this right.
  - Employees should not fear intimidation or reprisal (including discrimination) for forming or joining a trade union, or participating in collective bargaining.
- Promote alternate channels for workers to raise concerns and discuss them with management whenever freedom of association is limited in the country of operation.
- Bargain with employee representatives in good faith.
- Respect employees' right to organise peaceful and properly authorised strikes.



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### SECURITY

#### Our Standard:

It is Hydratech Industries' policy that the right to use force rests primarily with the legally constituted government for the country in which we are operating. However, in some countries, the government may lack sufficient resources to provide adequate protection for the health and safety of employees. In such circumstances, engaging armed security guards may be required. In these cases, the use of force may occur only in strict compliance with our Use of Force Guideline. We expect our business partners that provide armed security to follow this Guideline.

Business Partners contracting armed security providers must have security plans and company guidelines on the use of force. Hydratech Industries reserves the right to ensure that such plans and guidelines are of a similar standard to those of Hydratech Industries.

#### Your Responsibility:

You must:

- Notify and/or seek authorisation from Hydratech Industries, as appropriate, for the use of armed security guards, in accordance with the authorisation process outlined in the Hydratech Industries Use of Force Guidelines.
- Use responsible security providers which:
  - Act to protect personnel and property in accordance with local laws and human rights standards.
  - Adhere to the Hydratech Industries Code of Conduct for Business Partners.
  - Ensure that the risk of harm to workers and communities is minimised.



# Business Partner Code of Conduct

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**Bribery** is the giving or receiving of a payment or anything of value, including voluntary contributions and sponsorships, in order to influence the behaviour of a public official or business partner with the intention of obtaining an improper advantage in a business transaction.

Bribery can be active or passive. Active bribery refers to the giving or offering of a bribe by Hydratech Industries employees or Hydratech Industries Business Partners, and passive bribery refers to Hydratech Industries employees or Hydratech Industries Business Partners receiving or accepting a bribe.

**Corruption** is broader than bribery and covers a wider range of unlawful issues, such as the abuse of a position of trust to gain an undue advantage.

### **Our Standard:**

Hydratech Industries has zero tolerance for bribery and any form of corruption.

Hydratech Industries does not condone, engage in or support bribery or corruption in any form. Whoever we deal with, and wherever we operate, we are committed to doing so lawfully, ethically and with integrity. As most countries have laws on bribery, and breaching these laws is a serious criminal offence which can lead to significant fines and even imprisonment, we expect both our employees and our Business Partners to support us in living up to our standard.

Hydratech Industries has a process for assessing the bribery and corruption risk of potential Business Partners and mitigating any potential risk. Nevertheless, even with our process we expect Business Partners operating on our behalf to exercise sound judgment and remain continuously vigilant regarding potential bribery risk.

### **Your Responsibility:**

You must:

- NOT give or accept bribes.
- Be cautious when faced with any form of commission payments, and ensure that fees or any other payment for services are reasonable, proportionate and paid through bona fide channels for services that have actually been rendered.
- Report to Hydratech Industries' EthicsLine if you are offered a bribe or requested to make a bribe in your work for Hydratech Industries.

### **FACILITATION PAYMENTS**

Facilitation payments are a type of bribery: They are payments or anything of value, no matter how small, given to a public official to secure or expedite the performance of a routine or necessary action to which Hydratech Industries is entitled. These payments or gifts are often very low in value and are typically requested to be paid or given directly to individuals without a receipt.

Typical examples might be:

- Undue payments or gifts for clearance of imported equipment through customs.
- An additional and informal payment to expedite a service to which Hydratech Industries is entitled.

### **Our Standard:**

Hydratech Industries does not permit facilitation payments.

If faced with a threat against your life, limb or liberty, then you should make the payment.

### **Your Responsibility:**

- Do not make facilitation payments, whether directly or indirectly, unless the payments are made to protect life, limb or liberty.



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### GIFTS & BUSINESS ENTERTAINMENT

**Gifts** are tokens of gratitude and can include, wine, watches, sports equipment, etc.

**Business Entertainment** includes meals, receptions, tickets to (or participation in) entertainment, social or sports events, such activities being given or received to initiate or develop business relationships with customers or other third parties. Business entertainment requires the host to be present; if not, the expenditure is a gift.

#### **Our Standard:**

When representing Hydratech Industries, our Business Partners must not offer, promise, request or receive gifts and business entertainment whenever such arrangements could improperly affect the outcome of a business transaction. In such cases, where something of value is given, promised, requested or received, this may be perceived as (or directly constitute) a bribe.

Gifts and business entertainment must be legal, reasonable and proportionate and provided in the normal course of business. Gifts and business entertainment are intended only to build a business relationship or offer normal courtesy, not unduly influence a transaction. Lavish or unreasonable gifts or business entertainment, whether these are given or received, are unacceptable as they can create the impression that we are trying to obtain favourable business treatment by providing individuals with personal benefits. In addition, gifts and business entertainment, as they constitute something of value, can themselves be considered bribes.

We expect our Business Partners to use sound judgment compliant with Hydratech Industries' Business Partner Code of Conduct before making decisions related to gifts and business entertainment. You must also ensure that your decisions are compliant with your own and any other applicable external gifts and business entertainment requirements. (This includes your counterparties' codes of conduct and applicable local laws.)

#### **Your Responsibility:**

You must:

- Only give, promise, request or receive gifts and business entertainment that are legal, reasonable and proportionate and are intended only to build a business relationship or offer normal courtesy.
- Understand that Hydratech Industries employees are bound by internal policies on gifts and business entertainment.

### CONFLICT OF INTEREST

A conflict of interest is a situation that has the potential to undermine the impartiality of our Business Partners because of the possibility of a clash between the Business Partner's direct or indirect self-interest and Hydratech Industries' interests. Our Business Partner's self-interests include the interests of the Business Partner's relatives, anyone else with whom they have a close personal relationship, and the Business Partner itself, himself or herself.

A conflict of interest can take many forms. Even the mere appearance of conflict of interest can seriously damage Hydratech Industries' and our Business Partner's reputation and ultimately, our business.

Examples of a conflict of interest situation can include:

- Investments by a Business Partner in Hydratech Industries' customer, supplier or competitor.
- Serving as a board member for another organisation.

#### **Our standard:**

Hydratech Industries expects our Business Partners to be proactive in managing conflicts of interest in collaboration with Hydratech Industries.

It is crucial for Hydratech Industries to conduct business activities in the best interests of the company and in an open and transparent way. Hydratech Industries' Business Partners need to know that Hydratech Industries employees' conduct is oriented toward the company's interests and not their own or to our Business Partner's private interests.

Having a conflict of interest is not necessarily illegal. However, it can become a problem or a legal matter if a Business Partner tries to influence the outcome of business dealings for direct or indirect personal benefit. This is why transparency and openness is critical: It helps a situation be appropriately managed, for example, by removing yourself from the decision-making process, thereby helping to protect the integrity and the reputation of yourself and Hydratech Industries.

#### **We expect you to:**

- Be proactive and understand when a conflict of interest may arise, remembering that even the appearance of conflicts of interest can be a violation of the Business Partner Code of Conduct.
- Avoid conflicts of interest wherever possible, using sound judgment and being open and transparent.



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### Our Standard

Hydratech Industries supports the precautionary approach to environmental challenges. We evaluate the environmental performance of our activities and strive to always utilise opportunities to improve our performance and promote greater environmental responsibility, and we expect you as a Business Partner to join our efforts.

We require our Business Partners to comply with Hydratech Industries' environmental requirements, in addition to all relevant environmental legislative and regulative requirements, regardless of whether the Hydratech Industries environmental requirements set a higher standard than local laws. The Hydratech Industries environmental requirements are defined in contracts with our Business Partners and include:

- For materials delivered: Hydratech Industries Chemical and Material Blacklist.<sup>2</sup>
- For work performed: Global Minimum Contractor/Subcontractor HSE Requirements and Hydratech Industries OHSE Manual.

### Your Responsibility

You must:

- Identify and meet all relevant environmental legislative and regulative requirements; maintain all applicable licences, registrations and permits; and work according to an environmental management system delivering resource efficiency, as well as emergency response preparedness.
- Follow all Hydratech Industries environmental requirements, as defined by Hydratech Industries, when working on our site.
- Evaluate the environmental performance of your activities, minimise environmental impact and make continuous improvements in environmental protection.
- Ensure that all hazardous substances ("chemicals") are approved to be used at the relevant Hydratech Industries site and stored, used and transported in accordance with the applicable guidelines; include the information in safety data sheets.
- Report all environmental accidents, near misses and hazardous observations to your Hydratech Industries contact person so that they can be dealt with according to Hydratech Industries' internal reporting policies.



# Business Partner Code of Conduct

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### CONFIDENTIALITY & INTELLECTUAL PROPERTY

#### Our Standard:

Hydratech Industries' intellectual property and confidential information are valuable assets to Hydratech Industries'. Hydratech Industries' requires careful protection of both our intellectual property and confidential information and that of others. We will not use third party-protected intellectual property or confidential information unless this is according to an agreement or occurs with prior approval from the owner.

#### Your Responsibility:

We expect our business partners to:

- Protect and respect the intellectual property and confidential information of Hydratech Industries', as well as that of third parties.
- Ensure that the intellectual property of Hydratech Industries' is used for the allowed purpose and in accordance with Hydratech Industries' instruction.
- Ensure that the intellectual property of third parties is used only with specific permission from the owner and only for the allowed purpose.
- Ensure that confidential information of Hydratech Industries', as well as third parties, is kept in strict confidence and is disclosed only in accordance with the consent of Hydratech Industries'/the owners.
- In the case of subcontracting, do not share Hydratech Industries' intellectual property or confidential information, unless with Hydratech Industries' consent.

### DATA PRIVACY

#### Our Standard:

Hydratech Industries' wants to protect the unauthorised disclosure of personal data and safeguard the integrity of our employees and business partners. Personal data means data that relate to a living individual (data subject) who can be identified either from that data alone, or from that data used in conjunction with other information held by the Business Partner. These Guidelines on data privacy apply to both the automated processing of personal data and/or the manual processing of personal data, provided that the personal data are recorded in a file or are destined to be recorded in a file.

#### Your Responsibility:

- Hydratech Industries' requires its Business Partners to adhere to applicable data protection requirements, including the EU General Data Protection Regulation ("GDPR"). The principles of GDPR are as follows:

- The data must be obtained and processed fairly and lawfully, and in a transparent manner in relation to the data subject.
- The data must only be obtained for specified, explicit and lawful purposes, and must not be further processed in any manner incompatible with those purposes.
- The data must be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- The data must be accurate and, where necessary, kept up-to-date by erasing or rectifying without delay.
- Data processed for any purpose or purposes must not be kept for longer than is necessary for that purpose or those purposes.
- The data must be processed in accordance with the rights of data subjects under the rules and conditions of GDPR.
- Appropriate technical and organisational measures must be taken against unauthorised or unlawful processing of the data and against accidental loss or destruction of, or damage to, the data.
- The data must not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data, or unless appropriate safeguards with respect to the protection of personal data in a legally binding instrument have been undertaken.

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