



# Supplier Code of Conduct



## OMCE – Setting the Standards in the World of Metal Packaging.

**Purpose:** OMCE Jordan is committed to conducting business with the highest standards of integrity and respect and in a legal, ethical and socially responsible manner. This Supplier Code of Conduct is based on this commitment and reflects our role as a participant in and active supporter of the fundamental principles set forth in the U.N. Global Compact. This Supplier Code of Conduct outlines OMCE JORDAN's business conduct expectations for our suppliers, their agents and subcontractors (collectively, "Suppliers") under four pillars: Ethics; Health and Safety; Human Rights and Labor; and Environment and Sustainability.

**Compliance with Laws:** In addition to any specific references set forth in this Supplier Code of Conduct, our Suppliers are required to comply with all applicable national and local laws, rules, regulations and requirements. In addition, Suppliers are required to maintain and comply with licenses and permits as required and appropriate based on industry, geography and facility.

## ETHICS

Adhere to the highest standards of ethical conduct

### Bribery and Corruption

All forms of corruption, extortion, fraud, bribery and embezzlement are strictly prohibited, whether active or passive. Never directly or through intermediaries, pay or accept bribes or participate in other illegal conduct.

### Conflicts of Interest

Decline to enter into transactions that create a conflict of interest and report any situations that may appear as a conflict of interest.

### Confidential Information and Privacy

Take appropriate steps to safeguard and protect intellectual property rights. Maintain confidential and proprietary information and use such information only for the purpose authorized. Comply with all information protection and data privacy laws and regulations.

### Fair Competition

Conduct business with fair and vigorous competition and eliminate anti-competitive practices and behaviours. Comply with all antitrust/competition laws.

### Records and Money Laundering

Manage finances in a responsible manner, keeping accurate and transparent accounting and business records. Comply with all relevant reporting requirements and prevailing industry practices. Do not participate in money laundering.

### Reporting Mechanisms

Establish a process for reporting employee concerns within the Supplier organization on a confidential and anonymous basis (where permitted by law), without fear of retaliation or harassment. Supplier is expected to conduct proper investigations and take corrective action when needed.

## HUMAN RIGHTS & LABOR

Uphold human rights and treat all with dignity and respect.

### Fair and Equal Treatment For All

Follow employment practices that are consistent with applicable law. Establish work environments free from verbal, physical or sexual harassment and threatening or abusive behaviour. Do not discriminate in recruitment, promotion, retention or remuneration on any basis prohibited by law (including for example race, religion, age, gender, color, sex, sexual orientation, national or ethnic origin, disability and veteran status).

### Diversity and Inclusion

Embrace and support diversity of culture, language, location, and thought and access to equal opportunity.

### Freedom of Association

Respect the right of freedom of association, the right to join work councils and engage in collective bargaining, subject to, or in accordance with, all applicable laws and regulations.

### Human Rights

Support and respect the protection of all internationally proclaimed human rights and ensure others are not complicit in human rights abuses.

### Wage and Benefits

Provide timely and fair compensation according to applicable wage laws and regulations including minimum wage, permitted deductions, overtime hours, maximum working hours, rest days, acceptable living conditions and other mandated benefits.

### No Child or Involuntary Labor

Using or benefiting from forced labor, whether in the form of compulsory labor, trafficked labor or other forms of coercion in the supply chain or business operations is strictly prohibited.

## HEALTH AND SAFETY

Provide a healthy and a safe work environment.

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### Safety Standards

Maintain safe, clean and healthy work environments. Implement procedures and safeguards to prevent accidents and injuries to workers, including proper equipment maintenance and safety training. Provide personal protective equipment.

### Safety Improvements

Make continuous efforts to eliminate workplace injuries and illnesses by improving safety practices and avoiding unnecessary risk to employees.

### Wage and Benefits

Provide timely and fair compensation according to applicable wage laws and regulations including minimum wage, permitted deductions, overtime hours, maximum working hours, rest days, acceptable living conditions and other mandated benefits.

### Emergency Preparedness

Prepare for emergency situations in the workplace and develop emergency evacuation procedures.

## SUSTAINABILITY AND ENVIRONMENT

Conduct business in a manner to preserve and protect the environment

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### Sustainability

Use financial, natural and human resources wisely and without compromising the ability of future generations to meet their needs through sustainable best practices. Adopt environmental management best practices to reduce environmental impact of business operations and protect and preserve nature and biodiversity.

### Waste and Emissions

Engage in the process of continuous improvement to minimize waste and water consumption, reduce greenhouse gas emissions and energy usage and prevent pollution. Restrict the use of hazardous materials and chemicals and reduce hazardous air emissions.

### Ethical Procurement

Procure raw materials including conflict minerals (tin, tantalum, tungsten and gold) in an ethical manner that supports sustainable business practices.

### Environmental Laws

Comply with all applicable environmental regulations, permits, licenses and reporting requirements.

**Reporting Violations and Concerns:** Anyone who becomes aware of or suspects a violation of any law, regulation or this Supplier Code of Conduct by a OMCE JORDAN representative or a supplier has a responsibility to take action without delay. Submit a written report anytime at [www.omce.net/contact](http://www.omce.net/contact) or in North America call 1 (343) 883-6159.

**Application of this Supplier Code of Conduct:** These standards are in addition to, and not in lieu of, provisions of any express or implied agreement between the Supplier and OMCE JORDAN. Each Supplier is expected to adopt an approach of continuous improvement in all aspects of its business. OMCE JORDAN recognizes that reaching the standards established in this Supplier Code of Conduct is a dynamic process and encourages each Supplier to continuously improve their operations. Whether a Supplier meets the above expectations, may affect OMCE JORDAN's decision to enter into or continue a business relationship.

